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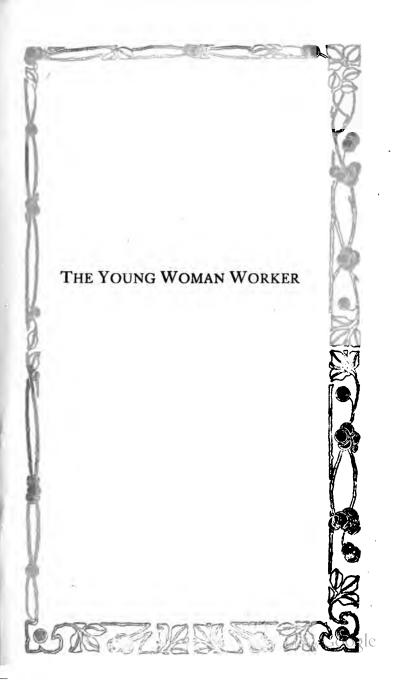
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THE THREE FRIENDS

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The Young Woman Worker

MARY A. LASELLE



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TO
THE GOOD FRIEND OF MANY YOUNG GIRLS
MRS. JOHN L. JEWETT

INTRODUCTION

It is evident to all thinkers upon social conditions that young women workers, both the efficient and the inefficient, are receiving more attention from the public than ever before.

Their wage, conditions of work, and efficiency are the subjects of carefully-written editorials in the daily press and of much expert writing in the leading periodicals. Lawmakers, business managers, social workers, educators, and leaders of thought in every line of effort are thinking and are talking about the life of the girl worker.

Most of the discussions reveal a real desire, intelligently expressed, on the part of the public to secure better conditions of work for these young girls; and they show, also, a willingness on the part of many employers to yield in a considerable degree to these demands. In fact, some of the clearest thought in regard to the character and needs of these young women has been expressed by their employers.

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It is interesting to trace the steps that led to this demand for better conditions for the worker. The path seems to lead from the employers to the public schools, and to social betterment organizations, and then back to the employers.

Briefly stated, the facts are these: Business men complained of the inefficiency of their young employees, and as a result of these complaints and also in response to the demand for skilled workers in the trades, vocational training and direction were introduced into many public schools. In the attempt made by the schools and by social workers to give direct vocational advice and assistance and to secure positions for these young persons, it was found that the wages and the physical and moral environment in many business houses were most unsatisfactory. This was especially true in regard to conditions of work for young women. In many places a surface investigation was made into the young woman's chances in the working world and this was followed by a deeper and broader inquiry in certain sections of the coun-

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INTRODUCTION

try. This probing into the condition of girls' work will undoubtedly result in better wages and a better working environment for all young women. Recent legislation in several states has already greatly improved the working conditions of large numbers of women.

It is significant of the broad-minded attitude of many employers toward their employees that, during this discussion, these employers have given much evidence as to the strength of character of these girls. The fact that a girl's uprightness does not depend upon her working wage has been emphasized by responsible persons who know their employees thoroughly, but better salaries are removing the possibility of certain kinds of temptation. It is worthy of note that many sincere tributes have been given by employers to the high-minded, ambitious, selfdenying type of girl represented in large numbers in all establishments where many girls are employed; and evidences of a desire to improve office, store, and factory conditions can be observed in many places.

That this attitude on the part of em-

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ployers will result in greater efficiency on the part of workers is, of course, inevitable. And it is also certain that the young women themselves and all who work with and for them will endeavor in all possible ways to increase their efficiency in order to meet these improved conditions.

In the states where minimum wage laws have been enacted the result, undoubtedly, will be to eliminate some of the most incompetent workers. Better wages, better hours, and better conditions must be met by young women who are of greater value to their employers than those who are being dropped.

We cannot expect a girl in her teens to have the wisdom that an adult should possess; but we must expect that our girl workers go to their tasks with a foundation of what is generally called good sense, and a knowledge of working conditions and of themselves—their aims and desires, their strong and their weak points—and the requirements of the position that they are to fill, that will make them truly efficient helpers.

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INTRODUCTION

All who love young girls welcome the day of improved office, store, and factory conditions, as these will certainly add to the happiness and value of the worker. But the greatest help received by any young girl worker is that given by the white light in her own breast which, even when the road is very hard and narrow, illumines her path and enables her to walk steadily on toward the goal of efficient service.

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MANNERS

"Miss Smith's pleasant, courteous manner is of great value to this office," said a business man to his partner. "We must raise her salary this month."

"That is right," heartily responded the person addressed. "The gentle, friendly, dignified treatment that she gives to every person, high or low, rich or poor, who enters this office wins and holds a great deal of business for us. I notice, too, that her courtesy is contagious. The other day, I actually saw that crabbed Miss Jones ask a tired-looking woman if she wouldn't like a more comfortable chair. The woman was evidently about to leave the office, but she sank back into the seat that Miss Jones brought forward and later left some valuable business with us."

"Mr. Brown, you may tell that young woman at the handkerchief counter that we shall not require her services after today," directed the superintendent of a department store. "I have stood here ten minutes watching her, and during that time she has ignored three customers who were trying to attract her attention, while she

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was arranging her hair and chattering with the bundle girls; she has snubbed a woman who asked if gentlemen's handkerchiefs were on sale at that counter, and she is now polishing her nails with a total disregard of the scrutiny of several would-be customers. Such an ill-mannered girl does the store incalculable harm. Dismiss her at once."

"Let us make Helen Young the President of our Guild," said one young woman to another. "Helen is talented, energetic, and also has executive ability. Where could we find a better President?"

"Well," hesitated her companion, "that is all true, and we who know Helen well excuse a number of faults in her that she should have corrected long ago, but we realize that Helen's manners are distinctly bad. I can see Mother looking at her in horror when she is at our table. Now, the President of our Guild would have to preside at banquets and meet all the visiting clubs, and we should be ashamed of Helen's manners, in spite of her really excellent ability."

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"Yes, you are right," said her friend, "but what a pity it is that her manners are such a handicap."

"Mr. Long, I have called to see if my daughter Jennie cannot be transferred to Miss Bennett's from Miss Black's room for the rest of the year."

"But, my dear Madam, Miss Black is one of our very best teachers. She is faithful, conscientious, thorough, a

fine instructor,"—

"Yes, all that is true, but I regret to say that she is also ill-mannered," replied Jennie's mother. "I do not care to have my daughter remain for a year under the influence of such a woman—no matter how capable she may be."

"Hail, ye small, sweet courtesies of life, for smooth do ye make the road

of it!"

The first object of this book is to give some points gleaned from the actual experience of different persons, showing the value of good manners in the home, in business, in public places, and in society.



A GIRL OF GENTLE MANNERS

CHAPTER I

GOOD MANNERS IN HOME

As these words were written at the head of this chapter, there arose in the mind of the writer the memory of a Sunday afternoon visit in a certain delightful home in which were a father, mother, three daughters, and grandmothers. The courtesy, the dignity, the exquisite manners that prevailed in this home make the remembrance of a visit there one of the choicest pictures in the memory. All of the family and the visitor were gathered in the sitting-room when the two grandmothers entered. Neither was feeble or aged, but the son immediately arose and drew up two comfortable chairs for them, one granddaughter brought some footstools for the ladies, and another advanced to meet the grandmother whom she had not seen that day. The entire family greeted

these two elderly women with the deference and respect that should always be given by younger persons to honorable Old Age. There was a good deal of music during the afternoon, and these older ladies were asked on several occasions to suggest favorite selections. In every way they were shown to be persons of importance in that household.

The young girls exhibited toward their father and mother just that courtesy and comradeship which illustrates the ideal relationship between parent and child. One could see that "Father" and "Mother" were synonyms for the best in life for these girls; and while there was much freedom and gayety, there was no instance of a lack of respect and courtesy in the treatment of the parents or grandmothers by the young daughters.

Two young men called during the afternoon, and it was delightful to watch their manner in this lovely family circle. The suggestion was made that a visit be paid to a nearby church to view the decorations, and the mother was immediately invited to

be of the party—a small matter, but one that told much in regard to the breeding of the young men, and the habitual attitude of the girls toward their mother.

In the matters sometimes regarded as minor, but which are really of great importance, such as the standing aside to let an older person pass before one, the helping such a person with her wraps, and the many little acts that testify so eloquently to the prevalence of good manners in the home, these young women were perfectly at ease. Both kindly instinct and excellent training were clearly revealed in their words and behavior.

Now, unfortunately, all young women cannot live in an environment in which exquisite manners prevail, but every intelligent girl can cultivate courtesy to all and deference for age, and the family circle will be infinitely happier in consequence. If a girl would treat her father with the deference and respect she owes him, even though she is his good comrade, and if she would oil the wheels of family life for her mother by her unfailing good

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THE YOUNG WOMAN WORKER

manners, life would be a far pleasanter thing in many a home.

As an unpleasant contrast to the visit described above, will be given the story of a visit made by a music teacher to the home of one of her girl pupils. This girl came from a cultured home a home in which ample means, books, pictures, servants, and the family's freedom from worry and strain should have made it a delightful one to visit. And yet, the poor tired teacher's stay in that handsome house was made almost intolerable because of the illmanners of the young girl whose guest she was. From the moment she crossed the threshold of her home until the disgusted teacher took her leave, this girl's manner, conversation, and conduct were so unrefined as to cause the cheek of her visitor to blush with shame at the exhibition. The tone in which she addressed her father and mother was arrogant and domineering, and her conversation was a mixture of slang and coarse comment upon her various schoolmates. Her table manners were uncouth, her voice loud and rasping, her movements ungraceful

GOOD MANNERS IN THE HOME

and clumsy; moreover, there was not the slightest effort on her part to make the evening a pleasant one for her visitor. It was impossible to enjoy the choice books and pictures with which the house was filled, or to attempt any pleasant or profitable conversation because of the overpowering personality of this tactless, thoughtless, ill-mannered girl.

Emerson once said, "Defect in manners is usually the defect of fine perceptions," and in pondering upon the cause of this girl's bad manners, her teacher arrived at the conclusion that the lack of fine perception was in this case the cause of bad manners. If this be so, how can a young woman who feels that she is deficient in the point of fine manners improve herself in this respect?

First, she can always put herself in the place of the other person and say the word or do the thing that would be the kindest under the circumstances. She can pay more attention to the remarks of older people, and can address them as if really interested in what they are saying; she can stand aside and let

an older person precede her; she can show "a certain heartiness and sympathy" in the company of older persons. Then, too, it is well for the young woman to remember, even in her own home, that "the person who screams, or uses the superlative degree, or converses with heat, puts whole drawing-rooms to flight."

"Isn't there a school where they teach good manners?" inquired a young man of his mother, in a tone of disgust. "If there is, I think Helen should be sent there. I had a number of the boys in this evening, and she refused to play or sing for us, and when I hinted that she might prepare a little lunch, she said in such a loud tone that some of the boys heard the remark, 'I'm not going to wait upon your visitors.' Then she seated herself with her feet crossed in the room in which we were talking, and read a novel and munched candy all the evening. I think a little less Latin and some more definite instruction in good manners would be a fine thing for her."

The mother's face flushed and her

GOOD MANNERS IN THE HOME

eyes filled with tears as she realized the justice of the brother's criticism.

Nowhere is courtesy more needed than in the close contact of the home. Again Emerson voices the thought of the many: "In all things I would have the island of a man inviolate." That is, even in one's own home there should be a certain amount of seclusion for each member of the household. "Let us not be too much acquainted," and, to quote again, "I could better eat with one who did not respect the truth or the laws, than with a sloven and unpresentable person."

The value of good manners is well summed up in the following couplet:

"Manner is all in all, whate'er is writ, The substitute for genius, sense, and wit."

CHAPTER II TABLE MANNERS

In no place do the manners acquired in childhood reveal themselves so plainly as at the table. Many a woman who has won a high place in life through talent or perseverance has unconsciously disclosed her unfortunate early environment by her manners at the table.

A woman who is at the head of a great institution often attracts attention while eating by spreading her slice of bread upon the table cloth and then biting from the entire piece. She doubtless formed this habit while a child and in absent-minded moments returns to her childish manner of eating.

An attractive girl of excellent family was the target for many eyes in a high class restaurant because of the quantity of debris that was piled upon the snowy cloth about her plate—another instance of the handicap of bad habits,

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TABLE MANNERS

of childhood, which reveal themselves when one is off guard.

The secretary of a certain great corporation has not been invited to dine with the members of the firm since the repast in which his uncouth and untidy table manners so disagreeably surprised his employers. The story has often been told of the man who was being considered for a certain chair in a college, but who lost the position because of his exhibition of bad table manners at a dinner preliminary to his appointment to the professorship.

Habits of tidiness, orderliness, a keen eye to observe the movements of the people who know what is the correct thing to do, will help any girl to form correct habits at the table. And it is extremely necessary, as has been suggested, that the habits be formed early in life so that the acts become automatic, else, in some absent-minded moment, one reveals by some clumsy, ungainly action the early habits that have bound one or the ignorance that one would gladly conceal.

To use an orange spoon when others are using one, to remove the juice of

the orange daintily by using the spoon in the correct manner, to use the finger bowl or the paper napkin after eating fruit, to keep the teaspoon in the saucer instead of in the cup, to keep the bread and butter upon the proper plate and to use the butter knife for spreading the bread; to sip water or other liquids quietly; to chew small mouthfuls and swallow them without noise. not to place any debris upon the table cloth, are all conventions based upon a foundation of good sense, and they should become automatic with the young girl. If the dinner or luncheon. is on a scale where many knives, forks, and spoons are used to which one is unaccustomed, it is easy to understand that the very small fork must be for the oysters, and the others are generally laid in the order of their use. A good rule to follow is to watch the hostess 1; and use the kind of glass, spoon, fork, or knife that she uses. An intelligent girl who is habitually dainty and refined in her own home, no matter how humble it may be, will not be made unhappy by any glaring fault in her table manners.

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CHAPTER III

THE MANNER OF THE YOUNG GIRL TOWARDS HER MOTHER

We hear a good deal in these days of the work of a "Mother's Helper." When there is a daughter in the household the problem of the mother's helper should be solved in so far as that household is concerned. can be no more delightful sight in a home than the daughter who is the respectful, deferential, loving comrade of her mother; the daughter who by pleasant, winning manners helps keep the wheels of the machinery of the family well oiled, the members of the family happy; the daughter who lightens the cares of her mother and by her winsome, thoughtful presence, puts more cheer, more courage, and more real happiness into the life of the household; the daughter whose manner toward all the small events of each day is such as to make the lovely [17]

flower of contentment blossom in the home.

A young girl who had applied for a position in a large mercantile house of high standing was told to come to the manager's office on a certain day, accompanied by her mother. When the manager was asked by an acquaintance who had witnessed the interview why he had wished to have the girl's mother present, he replied: "I always do that with every girl that I employ. The girl's manner towards her mother is what wins or loses the situation for her. If her manner towards her mother shows that she is habitually courteous and deferential to her, we know that such a young woman would be able to meet our patrons acceptably. We cannot bother with coarse-grained, unrefined, ill-mannered women in our business. The manners of our salespeople are among our greatest assets."

Another young woman who had almost secured the promise of a position as stenographer in a fine publishing house received a short note one day informing her that the position was filled. She complained of the treat-

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THE YOUNG GIRL AND HER MOTHER

ment to a mutual friend, and he remonstrated with the publisher for dropping Miss X. from his list of applicants. The publisher then told the friend of witnessing the following scene: "I was standing at the entrance of the subway," he said, "when Miss X. and her mother entered it to take a The mother had four or five rather large parcels and was walking slowly down the stairs, when the daughter, who was considerably in advance, called sharply back: 'Mother, vou're always behind time. we've lost that car.' A small matter? Not at all. In that one sentence was revealed a coarse, unkind nature, without even a veneer of good manners. We do not keep such girls in our employ. They are too costly an investment. They are not pleasant to have in the office, and they lose business for us. A girl of such dull perceptions as to be discourteous to her mother in a public place would be discourteous to any one unless constantly watched. We cannot employ such women."

With her brothers, the girl should be a good comrade, but should always

hold her womanhood so high that all young women would be respected by him for the sake of his sister. Many a sister has, by her winning, sympathetic manner and her insight into the troubles of young people, lured her brothers from dangers of which their father and mother were totally ignorant.

The sympathetic, winsome daughter and sister! Literature has recorded again and again her work of bringing sunshine and fragrant balm to sorely tried hearts in the household. Again we quote from Emerson: "A beautiful form is better than a beautiful face; a beautiful behavior is better than a beautiful form; it gives a higher pleasure than statues or pictures; it is the finest of the fine arts."



A COURTEOUS SALESWOMAN

CHAPTER IV

GOOD MANNERS IN BUSINESS

Business is a very broad term covering many enterprises, but the code of manners that applies to one kind of business can be applied to all. As it is true that "Despatch is the soul of business," it is also true that "Manner must adorn knowledge [of any business] and smooth its way through the world."

In any business in which a young woman may engage, good manners are among her most valuable assets. The salesgirl, the stenographer, the teacher, the nurse—all persons who work with other human beings-will find that with a winning manner, the battle is nearly won before it is fought. In any business one's manner must be businesslike; alertness, energy, cerity, persistence, patience, accuracy, courtesy—all these qualities must be in constant use by the successful business ... woman. The indifferent salesgirl, the over-dressed, simpering stenographer, [21]

the crabbed, impatient teacher, the insincere, lazy nurse—who has not seen them? And the corporation or institution with which they are connected employs them to the injury of all concerned. Countless sales are lost, business is confused, parents and school boards are antagonized, patients languish, because of the unsatisfactory manner of the person employed to do certain work for the public.

A question that is always asked the members of a school of salesmanship by a certain Superintendent of a large department store is this: "Who is the Boss of this store?" The true answer, which is never forthcoming, is that the customers are the Boss, and that the employee is bound to please them. Despite the teachings and the admonitions of the heads of departments, there are comparatively few large stores in which there are not many indifferent, ill-mannered saleswomen. "I will not trade at that store," said a woman who would be a valuable customer in any store; "the goods are well selected, the prices are reasonable, the store is conveniently arranged, but I

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cannot submit to the indifference and thinly-veiled insolence of those clerks. I feel that I have lost in self-respect every time I trade there."

"Why did you not hire Miss Burns?" asked a gentleman in regard to a young friend whom he had recommended.

"I am sorry not to take her," replied his friend, "because she seemed well prepared for the work, but it was apparent in a very brief interview that she was one of the languishing, sentimental kind, and we cannot have those young women in this place. Business is business, and every moment here counts. We cannot employ girls who in business hours think more of themselves, their feelings, and emotions than they do of our work."

The manner of the girl "whose armor is her honest thought" is so dignified and refined, although it may be pleasant and attractive, that she does not suffer from undue familiarity from employer or other employees. The intelligent girl will not be unduly suspicious, but the moment that she detects a tendency in the conduct of any

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person with whom she works to pass the line of friendly business relationship, she should encase herself in her armor of true womanliness and by her alert, energetic attention to her work, discourage with finality any such overtures. If an icy, detached manner will not check the confidences of one's employer as to his domestic troubles, one should promptly seek other employment.

A young girl who had foolishly listened sympathetically to her employer's story of vexations in his home, was greatly chagrined one day when his wife was in the office to find that she was not introduced to her. The girl's eyes were opened to the fact that, although she was the recipient of the husband's confidences, she was not considered worthy of an introduction to his wife.

Many girls, through ignorance of the dignity and self-respect that should encase a young business woman as in steel, have been intensely humiliated by the disagreeable position into which they have been placed, because of this lack of knowledge as to their

GOOD MANNERS IN BUSINESS

proper relations with their employer or the men employees with whom they are brought in contact. The girl of an emotional, sympathetic, imaginative type should be very guarded in her intercourse with her fellow workers. The very richness of her nature makes her especially subject to the danger of undesirable confidences and relationships. It is entirely possible to cultivate an alert, energetic, thoroughgoing, but pleasant and refined manner that throws around one an atmosphere through which evil cannot penetrate. This manner is the protection of any . business woman.

Too much stress cannot be laid upon the value of what might be called a little extra kindness on the part of a subordinate in any business:

The writer remembers one occasion when she became much exasperated over what seemed an extremely long delay in the doing up of a small parcel. The clerk at the counter seemed so indifferent that at last the waiting customer made her way to the bundle girl to find the cause of the delay. This girl had just finished tying up the

bundle, and flashing the pleasantest sort of smile at the customer, she said, "I am afraid you are tired of waiting, but I had to go to another part of the store to get the right kind of box for your purchase." With that smile, all irritation vanished, and the point of the story is this: The customer had intended when she entered the store to make quite a valuable purchase after this first one. In the long moments of seemingly unnecessary waiting for the first parcel, she had decided not to make the second purchase in that store, but in the sunlight of the bundle girl's pleasant smile and words, the buyer's feelings became softened, and the purchase was made there. A small matter? Yes, if there were only one such in a year. But as a matter of fact, the pleasant, attractive manner of one clerk often gains and holds a great deal of business for her employers.

There is a mine of truth in the following little verse:

"The thing that goes the farthest towards making life worth while,

That costs the least, and does the most, is just a pleasant smile:

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GOOD MANNERS IN BUSINESS

The smile that bubbles from the heart that loves its fellow men

Will drive away the cloud of gloom and coax the sun again;

It's full of worth and goodness, too, with heartfelt kindness blent—

It's worth a million dollars, and it doesn't cost a cent."

-Baltimore American.

CHAPTER V

GOOD MANNERS IN PUBLIC PLACES

The writer was once seated near the end of a well-filled car when four fashionably-dressed ladies entered. Several gentlemen near the door arose at once and gave them their seats. At the next stop, an elderly woman, a laundress, judging from the basket of clothing that she carried, entered the She reached mechanically for the strap, and probably had no thought of securing a seat. Perhaps a moment elapsed in which no one stirred, and then two of these ladies, who had just seated themselves, arose and offered Confused and the woman a seat. ' abashed, she volubly declined the offer of each; but one lady took her firmly by the hand and led her to a seat, while the other followed with the laundry basket in her immaculately-gloved hand. Here was an exhibition of good manners in a public conveyance that [28]

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should be of help to all young people. The young girls who sit chattering with their school friends while tired elderly women stand before them must be dull in perception or a little cruel at heart.

As a contrast to the above story will be given the conduct of some High School girls as told by an eyewitness. These girls and their teacher entered a car in which all the seats were taken. The teacher walked through to the front of the car, but the girls stood near the rear door. As seat after seat near the girls was vacated, they dropped into them, never offering one to their teacher at the other end of the car; and, at last, she stood there alone for some moments—the only person standing in the car. A pathetic, weary figure she looked, and she must have been ashamed of the conduct of her girls! "Oh, those careless, thoughtless girls!" commented the speaker. "Can it be possible that they will ever develop into thoughtful, courteous women?"

At a recent lecture in a public library the rule regarding the removal of women's hats was not enforced;

nevertheless, nearly every woman removed her hat out of courtesy to those behind her. One young lady who wore a very large and hideous hat, which totally obstructed the view of two persons behind her, was pleasantly requested to remove it. Totally ignoring the request, this young woman sat with the offending head-gear casting its umbrella-like shade over those behind her until the lecture was concluded. As she left the hall, an envelope was quietly handed her by an usher, and its contents expressed this sentiment:

"You've had your way, But did it pay For such a hat To act like that?"

Three good rules by which to govern one's conduct in public places are these:

First, Be punctual. This would mean being in your seat at the theatre, concert, opera, or lecture before the performance began.

Second, Be quiet. Do not talk or laugh loudly or much at the theatre, concert, opera, lecture—or on the street

GOOD MANNERS IN PUBLIC PLACES

or in a street car, and do not speak of persons by their names in these places.

Third, If a young woman is alone in a crowded public street, she should assume a business-like air, and should walk briskly along, looking at people as little as possible, and not attracting attention to herself in any way.

CHAPTER VI

GOOD MANNERS IN SOCIETY

"Society" is a vague term which may signify any meeting of human beings; but, as used above, it means the meeting of men and women for purposes of pleasure and recreation rather than of business. Social gatherings may take the form of parties, balls, receptions, musicales, picnics, church socials, club meetings, dinners, banquets, lunches, and other functions. . It is impossible to formulate a code of rules for these many functions that would decide for the young woman every possible question as to correct procedure. What is usually termed common sense will answer many questions that may arise and if that common sense is possessed by a person of naturally refined instincts, one cannot go far wrong or far from the conventional standard of proper conduct.

There are a few general directions that it would be wise to follow in every

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GOOD MANNERS IN SOCIETY

case. At a reception, musicale, "at home" or other similar function, the young woman should at once make her way to her hostess upon entering the room in which she is, without stopping to greet her other friends, unless by a nod and a smile. After this greeting is over, circumstances must determine further action. In any case, a visitor should remember that she must not become a dead weight to be lifted conversationally and in all other ways by some one else. She can, at least, be a good listener and can say a few words at the right time to the different people about her. In the effort to make the occasion a pleasant one for other people, she will thoroughly enjoy it herself. In the matter of details as to order of entering the reception room, accepting or declining refreshments, taking one's leave and other points, the young girl should watch persons who are well informed as to those matters, for her cue.

At a formal dinner, a young woman might not be expected to take a leading part in the general conversation; but she should be an interested listener to

her near neighbors at the table and thus contribute to some extent to the pleasure of the dinner. There are a few things that the young girl needs especially to guard against. Some of these are exaggerated forms of speech in conversation; a bored expression and wandering eye when talking with older persons; too much attention from any one person; too little attention given to the hostess; the neglect to express pleasure in the occasion when taking one's leave.

During a visit of some days in a private home, the young girl will have many opportunities to make herself a general favorite in the family, or the reverse.

"Don't ever again invite that girl to this house," grumbled a man to his wife as they turned away from the station where they had been gladly bidding farewell to their guest. "She is certainly the most upsetting visitor that we have ever had. We have not had a meal on time since she has been with us, and she has filled the house with noise and confusion ever since she has been here."

"Yes," said his wife disgustedly, "and dirt and disorder. The marks of her muddy footsteps have been cleaned from the floors again and again. has spilled various perfumes, toilet water, and powders upon the carpet in her room so that it is badly stained; none of the music in the music cabinet is in its proper place, and our books are in all sorts of places. I found that one volume of my choicest edition of Scott had been left out on the veranda during a rain storm. Really, Mollie is a pretty, attractive girl, but her manners make it impossible ever again to invite her here as our guest."

"Mother, may I invite Susie Pierce to spend a week with me this month?"

inquired a young girl.

"Has Susie ever written to thank you for her visit here last winter?" asked the mother.

"No, she hasn't, Mother. Didn't she write you? Well, that certainly was rude. I shall not invite a girl for a second time who was so rude as not to write her hostess after her leave. And we gave her such a good time, too."

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The young girl visitor! She can "radiate the perfume of good cheer and happiness as much as a rose radiates its sweetness to every passer-by," or she may create an atmosphere of discomfort that makes her departure a matter for rejoicing; and it is all a matter of good or bad manners.

If we analyze closely the foundation of good manners, we find first, unself-ishness; second, appreciation of others' efforts in conversation, in actions, in hospitality; third, the desire to bring out the best in every one; fourth, the thoughtfulness which causes one to refrain from tactless words and acts that might cause pain. To sum it all up: "Politeness is to do and say the kindest thing in the kindest way."

CHAPTER VII

THE CONTAGION OF MANNERS

"A few pleasant words, a warm handclasp, a cordial letter are simple things, but they are mighty in their influence on the lives of those about us, adding a ray of hope, giving a bit of courage and helping to make our own lives sweeter. Few people realize how much the little attentions of everyday life mean to their associates in the home, the church, the business place."

Countless illustrations might be given of the contagion of fine manners. Emerson says, "Fine manners need the support of fine manners in others." This is true, but it is also true that habitual contact with any person of fine manners will cause an improvement in the manners of any person.

In a suburb of an Eastern city is a librarian whose fine manners have unconsciously worked a tremendous re-

form in the conduct and manners of the young people who spend much time in the reading room of which she has charge. When she accepted the position, several years ago, loud, boisterous talking and foolish and rude acts were of common occurrence in that library. At the present time, one could not wish to find a more orderly and betterconducted place in which to read or to study. The only agency that has brought about this desirable result has been the quiet, yet forceful and fine personality of the librarian. girl stated the case: "We should be ashamed to be loud and cheap in the presence of Miss H. She makes us feel quiet and ladylike ourselves when we watch her."

In company with a friend, the writer at one time ascended to the tenth story of a public building in search of information of a certain nature for the benefit of this friend. Upon entering the office, the woman in charge looked up for a moment from her bookkeeping and immediately resumed her work, giving no further attention to the visitors. After a few moments,

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Miss J. asked pleasantly for the information she desired and was told curtly that the leaflets upon the table gave this. As little information could be gleaned from the leaflets, Miss J. again asked in a courteous manner, for more definite information. "I can't tell you any more than the booklet tells you," was snapped back.

Seeing the manager in the hall at that moment, the writer was about to apply to him for information and in her indignation at the treatment of her friend, would possibly have complained of the conduct of the office girl, when Miss J. smiled at her cheerfully and again spoke gently, saying, "What a pleasant office you have here and how systematically you have arranged all these leaflets. It is very easy to find any one of them."

"Do you think so?" said the girl, looking up in a pleased way. "No one ever seems to notice anything in here," and thereupon, she aroused herself and hunted out the information desired with interest. Truly, oftentimes, "Courtesy is the cheapest thing in the

world, and goes the farthest."

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The presiding officer of any organized body, especially, needs a pleasant, though forceful manner. A chairman's courteous smile at some irate speaker has soothed ruffled feelings during many a debate. This is particularly true in regard to the conduct of debates in women's clubs in which a lack of knowledge of parliamentary rules and the impulsive nature of some of the would-be speakers have to be met with the utmost tact and courtesy by the club president.

The power of a fine manner in controlling a large audience was illustrated at a symphony concert at which the writer was present. After the soloist had been called out many times, the orchestra prepared to take up the next number on the program. conductor came forward but met by a solid clapping by the people in the galleries who were determined to see their idol once more, while the people upon the floor hissed the galleries in the endeavor to secure silence, in order that the concert might proceed. The conductor reached his stand and raised [40]

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his baton, but the clapping and the hissing continued, and there was a very disagreeable moment. Turning quietly to the audience, and laying down his baton, the conductor drew himself to his full height and looked for a second disdainfully at the galleries, during which time the clapping went noisily on. He then cast a very pleasant smile around the great hall, and stood waiting in quiet dignity. Almost instantly the clapping and the hissing ceased; the hall became absolutely quiet, and the concert was continued. . A forceful person had conquered his ' audience at the instant that he conquered himself; for he had received what might be regarded as an insult with absolute good nature, and the great audience had been quieted at once by the power of a sunny smile from one who had just cause for anger.

A calm manner is to be sincerely desired and one may do much towards securing this. It is important to avoid unnecessary movements, such as moving the napkin ring or table utensils about, kicking the feet back and

forth, tapping the furniture with the hand or the fingers.

At a certain great convention, two college presidents sat on the platform during a very long session. The manner of one was alert, but calm and dignified. There were no unnecessary movements of the hands or the feet. Perfect self-control and composure were evident in the actions of this gentleman throughout the entire session. The other president was moving about almost constantly. Hands, feet, eyes, and brow were in constant action. He held a fan in his hand and this he twirled and flourished until it fell in pieces. He kicked his feet and threw himself from side to side upon his chair. Now, while this second president may possess as brilliant a mind as the first, and be as great in some respects as he, there can be little question as to the lasting powers of the two men. Number two will have used up his reserve supply of nervous energy while number one is still in the high tide of his usefulness.

A disconsolate, martyr-like manner is as contagious as is a happy one. In

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a certain beautiful home, presided over by two sisters, the contagion of a depressed, dispirited, dreary type of manner is clearly illustrated. The younger of these sisters would be genial, happy, and cheerful by nature, and she shows this by her conduct when her sister is away from her for long periods: but when the older sister is at · home, the manner of the younger sister changes, and she becomes as morose and gloomy as the older one. sky becomes grey instead of blue; the birds sing too loudly; the roses have too many thorns; friends become inattentive, and life is altogether unprofitable and hard to be borne.

Even when real Trouble comes into one's household, he is not half so terrible if met with a courageous manner and clear steady eyes. One might address him in words something like these: "Yes, Trouble, I recognize you, and I regret your presence here; but, since you have come, let me learn from you what you have to teach, and let me never quail or play the coward before you."

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Here is some wise advice in respect to the manner of bearing a burden:

"All places are open to those who are glad,
Too many lack courage, too many are sad.
Those near you need cheering,
So sing with your burden, the way is not long,
And if you look upward your heart will grow
strong,
And skies will be clearing.

And skies will be clearing. Suppose you try smiling."

In one way or another, everyone is striving to gain happiness. In no way can we give so much happiness as by performing in a courteous and kindly manner the little acts that make up the sum total of the day.

A young woman who was not attractive in appearance once asked an older friend to give her a recipe that would enable her to secure and hold friends. These directions were given her and they are worth being memorized by every young woman:

"Force yourself to be ever sweettempered, polite, and obliging; talk and think no evil; let not the bitter sneer, the word of idle or venomous gossip pass your lips; think well of every one; make yourself do this; be

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truthful, sincere, and kindly towards all; do not criticise or find fault. This line of conduct steadily persisted in will draw around you loving friends."

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CHAPTER VIII

THE NEED OF GOOD BLOOD

In the struggle for a livelihood, and for an enjoyable existence, it is of vital importance that the life-giving currents of the body be rich and pure. The anemic, the sluggish, the languid, the diseased, cannot compete successfully with the strong and energetic woman whose bright eye, clear skin, and alert personality tell of a well-nourished body, whose life-giving currents are pure and strong.

Ideas and thoughts cannot originate in a brain whose mechanism is disturbed because of the poor supply or the poor quality of blood that feeds it.

Many an unknown girl who applies for a position is judged in a manner which the poet has described as follows:

"We understood Her by her sight; her pure and eloquent blood Spoke in her cheeks, and so distinctly wrought That one might almost say her body thought."

Good, pure, nourishing blood in which the faithful red corpuscles perform their work of oxygen-carriers, and the white corpuscles, the "devourers," are in condition to battle with any obnoxious germs or microbes that enter the system is the secret of the success of many a woman who started out in life with the handicaps of very limited external advantages.

The degeneration of men and women possessing every outward advantage, of reigning Houses and even of nations, can be traced to the impoverished blood currents of the individual, due to improper habits of living. "Blue blooded" families have often degenerated and died out because the healthy red blood inherited from the active, ambitious founder of the family had been corrupted by the luxury and idleness of the descendants until they had become "A bloodless race, that sent a feeble voice."

When Cassius said, "Rome, thou hast lost the breed of noble bloods," he spoke sadly of the decay of the best types of Roman manhood and womanhood, due to the corruption of their

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blood through luxurious living. All through literature we find the terms that indicate good blood used as synonyms for "energy," "fire," "life," "pride," "mental power," "activity," "ambition," "success."

Pure blood carries the proper nourishment to the precious brain and nerves which direct and carry out through the muscles our thoughts and wishes; to the organs of digestion and of secretion; to the skin, the hair, the nails. Every particle and every tissue of the body depend upon this lifegiving current.

A pitiful story was told the writer by an instructor in a great university. A young woman who had worked four years in an agricultural college, followed by two years in another college, during which time she had done satisfactorily all the work that she had attempted, began at last the professional work of teaching a few youngsters, in such an anemic and weak condition, due to an insufficient and impoverished supply of blood, as to become a total failure in the work for which she had spent six years in direct preparation.

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She was rejected and the position was given to a rosy-cheeked young woman of much less cultural ability but with much better health.

A store manager who was sitting behind an office rail looking somewhat ruefully over a long line of not very promising applicants for positions called an assistant to him and said, "Sort out all those with clean faces, clear of pimples. We must have our people clean and healthy at any rate."

CHAPTER IX

PROPER AND IMPROPER FOOD

To keep the bodily fires aglow, the tissues nourished, the blood rich with material needed for all the organs of the body, brain, heart, digestive organs, muscles, nerves, skin,—yes, and bones, also—every human being must eat a sufficient amount of food which contains the substances needed for the nourishment of all the parts of the body.

These foods may be divided for convenience into five classes:

Proteids,—meat, eggs, cheese, nuts, beans, milk,—tissue-building foods.

Carbo-hydrates, — vegetables — give energy.

Fats,—butter, oils, fat of meat,—give heat to body.

Minerals,—salt.

Water.

A perfect diet for an adult is one in

which these food elements are com-, bined in proper proportion.

A healthy working woman should have in her daily diet a moderate amount of meat, a larger amount of vegetable substances, and some bread, butter, fruit, and milk. Too many adults add tea and coffee, but these beverages give no nourishment and only afford a stimulation that the young worker does not require and that it is better that she should not receive.

The young woman worker is prone to neglect some articles of diet that are needed for the proper nourishment of her body. She oftentimes eats a hurried breakfast, consisting of badly-cooked cereal, toast and coffee; her lunch in a crowded restaurant is too often a charlotte russe, an ice-cream, or some concoctions of gelatine, and another cup of coffee; and at night she places in a very tired stomach a heavy meal of imperfectly-cooked food in which soggy pastry forms a large element.

It is not strange that she becomes anemic, nervous, and inefficient at the



THE MANAGER OF A TEA ROOM

PROPER AND IMPROPER FOOD

very age when she should be in the high tide of her powers. On one occasion the writer visited a lunch counter much frequented by salesgirls and observed closely the lunches ordered by these girls. Of fifteen girls who ate lunch at a long table during the period of twenty minutes, there were only three who ordered a meal that was suitable in quantity and in constituent elements for the mid-day meal of a woman worker. Several ate a thin ! soup and drank a cup of coffee. This was too much stimulation and too little nourishment. Some ate only a piece of pie, an ice-cream or a chocolate eclair and drank a cup of coffee. One girl made her entire meal of doughnuts, eating three large ones. young woman ordered a beef stew containing several vegetables (bread and butter was served with this), and she ate some ice-cream for dessert. would seem as if she would return to her work better nourished than the girls whose diet consisted entirely of sweets and stimulation.

A little well-cooked food of sufficient variety would constitute a much

more nourishing lunch than would a large quantity of hastily-chewed, poorly-cooked food which did not contain the elements needed for the upbuilding of the tissues, the furnishing of energy and a proper amount of fat to the body.

Very thorough experiments in the matter of diet, experiments conducted by thoroughly reliable scientists with large numbers of persons, have proved that the average person eats too much rather than too little food, and that a small amount of well-masticated food containing proteids, carbo-hydrates, and fats in due proportion will nourish the system much better than will a large, ill-balanced, hastily-masticated meal. It has also been proved that too much meat is eaten by the average per-Girls are prone to eat too much sugar in the form of candy, cakes, it pastry, ices, and sweets of all kinds. The result is often apparent in the pimply skin which betrays the digestive disturbance of the system. Young women are not usually great eaters, excepting in the line of sweets, but they are often not careful to select a well-

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PROPER AND IMPROPER FOOD

balanced diet; a diet in which tissuemaking, or energy- and heat-producing elements are judiciously combined.

As every one can prove by his own experience, the mental efficiency of a person is raised or lowered by the food he cats. A diet of soggy breads, pastry, pickles, and other indigestible articles of food, with possibly a dilution of strong tea or coffee, will soon bring about a condition of digestive and nervous disturbance in which it is impossible to do good mental work.

In a certain large city club the girl employees were constantly troubled with digestive disturbances to the great discomfort and annoyance of themselves and the managers. The physician in charge of these cases stated that in his opinion the larger number of these sicknesses were caused by the substitution on the part of the girls of large quantities of strong tea for nourishing food.

The matter was investigated, and the food improved in quality, and almost immediately an improvement was noticed in the health of the girls, as a result of their dropping the tea habit

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and eating the appetizing food. They had been stimulating instead of nourishing their bodies, and the result of drinking several cups of strong tea each day had been disastrous to the nerves of the stomach and to the entire system.

It is impossible to formulate rules for the diet of all persons, but the young woman worker would be safe in following these directions:

1. If a meal must be eaten hurriedly, or when one is very tired, it should be light and of easily-digested food—good bread and butter, eggs, a light soup, a well-made pudding, fruit, sauce.

2. Do not drink large quantities of ice-water while eating.

3. Do not substitute tea or coffee for food. These drinks stimulate but do not nourish; the after effect is bad.

4. If possible keep the mind cheerful while eating. Try to banish troublesome thoughts.

5. Do not overbalance the diet with sweets.

6. Remember that "Good digestion waits on appetite and health on both."

CHAPTER X

THE INTERNAL AND EXTERNAL USES OF WATER

A scientifically prepared chart of the human body showing its elements proves that a very large part of the body is composed of water. In fact there is more water than all the other substances—proteids, fats, carbohydrates, and mineral matter combined.

Water is essential to all parts of life, growth, and repair. It is found in every tissue of the body, some of them containing nearly ninety-eight per cent of water.

Water is needed for the proper placing of nutriment in the cell bodies, for the circulatory system, for the flushing of the body, and to help the regulating systems of the body in the matter of maintaining the internal heat at a certain temperature.

The consensus of medical opinion seems to be that water is best taken as

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follows: a glass on rising, one or two glasses in the middle of the forenoon, two glasses or more in the afternoon and one at bedtime. It should be sipped and not drunk hastily, nor should one drink much water at mealtime. Many persons in business offices do not drink a sufficient amount of water because of the inconvenience of getting it.

While it is true that all civilized people bathe, it is not true that the skin is always perfectly cleansed by the ordinary bath from the impure matter secreted by the perspiratory glands or from the impurities that have accumulated upon it from external sources. It is extremely necessary that the sweat glands be kept open in order that the internal heat of the body may be properly regulated. If the waste mixed with the water of the perspiration becomes mixed with oil from the oil glands and with dust from the air, it stays like "a snug, thin, perfectly fitting coat on the outside of the body from head to heel." This, of course, interferes with the healthy action of the skin, and in time seriously affects the

efficiency of the bodily functions. Frequent warm baths with plenty of good soap are necessary for cleanliness, and these should be followed by a cool shower or at least a "spatter" for stimulation of the skin.

In regard to cold baths we can only say that if one feels alert and joyful after a cold bath, it will do one good, but if, on the contrary, one feels cold and tired and weak, then the cold bath is doing one more harm than good.

Of one thing we may be sure—a thorough daily bath for cleanliness is imperative if one would keep up to the highest degree of efficiency.

A salt-water bath or a salt rub has? excellent tonic properties and is of much value in stimulating the skin when one is in a "run down" condition.

CHAPTER XI

HOW TO HAVE STRONG NERVES

Scientists tell us that if we could separate the nerves of a human being from the rest of the body, and if we could stiffen each nerve and then stand the group on a framework in the shape which it had in the body we should be able to follow perfectly the outline of the person to whom this network belonged; and, they say, also, that if we should open that nerve figure we should find large groups of nerves that show the outline of each organ in the body.

The nervous system of the body is made up of nerve cells—the nerve telegraph stations—and nerve fibres,—the telegraph wires that carry messages all over the body, as they are sent from the central stations,—the brain and the groups of nerve ganglia.

Now it is quite possible by wrong

HOW TO HAVE STRONG NERVES

habits of life so to injure the masterful brain and splendidly efficient nervous system of a man or a woman that no clear, vigorous thoughts can originate in the brain cells and the glistening white nerve fibres cannot carry messages accurately to their destination.

Young women are particularly prone to suffer from a disorganized nervous system, with the result, of course, of inefficiency and its consequent unhappiness. Work alone, if mixed with a proper amount of recreation, very seldom leads to a nervous breakdown, but if a young woman tries to work faithfully seven hours a day, and then to spend her evenings in social gatherings that necessitate late hours, or great demands upon the emotions and general strength and vitality the result is going to be disastrous.

The classes of young women who suffer from disordered nerves are three:

First, the over-conscientious girl without a sense of humor that will help her to ward off small trials. To this

class belong two girls who have recently come under the writer's observation. One had received a thorough preparation as a teacher but broke down in her first term in a very easy school because she took all the whims and caprices and trifling remarks of the students as seriously as if they were parts of a tragic drama. The other young woman, after six years of college work, which she had accomplished under heroic conditions, broke down when she was confronted with the prospect of teaching one study that she had not mastered.

A sense of humor, of laughing at trifling difficulties and absurd perplexities, would have saved the day for both of these fine young women.

There is a little poem that would help this class of persons, whose only fault is to make tragedies of trifles.

"Are you worsted in a fight?
Laugh it off!
Are you cheated of your right?
Laugh it off!
Don't make tragedies of trifles
Don't shoot butterflies with rifles.
Laugh it off!

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HOW TO HAVE STRONG NERVES

"Does your work get into kinks? Laugh it off! Are you near all sorts of brinks? Laugh it off! If it's strength of mind you're after There's no recipe like laughter. Laugh it off!"

The second class of nervous persons are those who suffer from emotional disturbances: too late hours, too much excitement, too stimulating food or drink, too many exciting novels, wrong companionship.

The prevention of this sort of nerve deterioration, of course, lies in changing one's mode of life completely: earlier hours, simpler food, better books, a different class of friends, new

interests, an out-of-door life.

The third group of nervous persons consists of those whose lives are hedged in by narrow walls. Possibly monotonous daily household tasks or factory one-piece work seems to consume all the time and energy of the workers and like the pendulum in the farmer's clock they "stop" because they cannot bear the thought of performing those tasks countless times in succession. Such persons should reach out to as

wide a range of interests as possible. Interesting books and daily papers, music of some sort, even if it must be a Victor or a Gramophone; interests in out-of-door life—vines, trees, flowers; club-meetings; grange-meetings for the women upon the farm; all these agencies that will bring color and interest into life must be utilized by the person whose daily work is monotonous and narrow in scope.

By far the greatest number of sufferers from nervous exhaustion are brought into this terrible condition because of worry: sometimes the worry is over very real and painful conditions and sometimes it is over mere trifles and shadows. In either case it is absolute folly to worry. If the trouble is real and cannot be lightened, one must resolutely concentrate the mind upon some other subject as much as possible.

A young girl whose maturing years were a horror to her because of the habits of members of her family kept her life as serene as was possible by the study of music; another young woman under a similarly dark cloud saved her

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HOW TO HAVE STRONG NERVES

health and mental poise by raising

fancy poultry.

To prevent a disorganization of the nervous system is much easier than to restore the nerves to normal condition after they have become disordered. Plenty of life in the open air, the habit of drinking a good deal of water, with no tea or coffee in the diet, long hours of rest in bed, plenty of occupation for the mind—occupation of a nature that supplants for the time the possibility of suffering from any worrying or disturbing thoughts—a habit of laughing off trifling vexations and of seeing the humorous side of a perplexing situation; all of these are means of keeping the nerves in good condition even when the spirit may be sorely tried by the burdens and the complexities that come into the life of many a young woman worker. Laugh off the small troubles and keep the mind so busily employed that it cannot dwell unduly upon the large troubles. See to it that the habits of eating, sleeping, and exercising are excellent, and seek the society of good, sensible, helpful, cheerful persons.

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If these rules are followed faithfully the nerves will carry the messages from an efficient brain to an efficient body.

CHAPTER XII

THE INTERDEPENDENCE OF THE MIND AND THE BODY

What the mind really is and how thought is evolved has been discussed in a great number of ponderous volumes filled with language whose meaning it is very difficult to understand. It is sufficient to assume that what we call thought is produced by some chemical or other changes in the brain cells and that, as the efficiency of the mind depends largely upon the number and conditions of those cells, it is of the highest importance to keep the entire body in the best possible condition, if one would have a vigorous brain and a satisfactory amount of mental ability.

Proper food, exercise, rest, bathing—all habits of life that give tone to the general health—help the mind also, and when the mind is in a healthful, cheerful state, the bodily conditions are better than when worry, grief,

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anger, malice, or jealousy are lowering the mental tone with their depressing influences.

A physician recently told of an experience of his while studying mental conditions in a London hospital. One day, he walked through a ward in which were no very sick patients and spoke in the most cheerful tones to all of the patients on the right-hand side, congratulating them upon their improved appearance. Later, he walked through the same ward and spoke to each patient on the left-hand side in an entirely different tone, asking the patients solicitously how they felt, and suggesting by his manner that he thought their condition quite serious. In a few hours, several of the patients on the left side of the ward were really worse, while there was an unmistakable improvement in several cases on the right side.

A young girl once said to the writer, "It doesn't pay for me to get angry, for I always have a dreadful cold as a consequence."

Headaches, indigestion, disturbances of the nervous system, anemia, exhaus-

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THE MIND AND THE BODY

tion,—all have been traced many times to wrong mental states.

A girl worker who wishes to be at her best state of efficiency—and who does not?—must drive out anger, jealousy, malice, worry, as she would drive out any enemy that threatened bodily destruction.

In recent years a scientist (Professor Gates) has proved by an interesting series of experiments upon human beings that their emotions actually produce chemical changes in the blood, which can be detected through the microscope in a changed color of the perspiration.

Anger, jealousy, worried and malicious thought, are in a literal sense poisons to the body and if long indulged in produce a distinct lowering of the bodily health.

We can control the other mental states, but it is hard sometimes to eliminate worry. If one realizes, however, that in no case can it help anyone, and that it will certainly injure the mental and physical health of the person who worries, we realize how foolish it is to indulge in this "poison."

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As the brain is the commander-inchief of the body, because it is the organ of thought, and as blood is the food of the brain, and the quality and amount of blood depend largely upon the supply of oxygen that the blood receives, we see how vitally important it is to keep the blood pure by working, eating, sleeping—in a word, living—in well-ventilated rooms. If one's work is necessarily in a badly-ventilated place, the worker should stay out of doors as much as possible after working-hours.

Then, too, the quality of the blood depends upon the kind of food we eat and the manner in which we eat it; and, therefore, the question of mental ability is involved very closely in our habit of eating and chewing the food well. If the mind can be kept in the highest state of efficiency the body will be a good servant, but in the condition of weakened mentality the body gets the upper hand and runs away with its master, seriously impairing the usefulness of the whole human machine.

Two famous Italian doctors, Dr. Mosso and Dr. Maggiora, have proved



A GIRL WHO WON HONORS AT COLLEGE

THE MIND AND THE BODY

that tired brain affects muscle power and also the reverse, that tired muscle affects brain power. These proofs were made by certain fatigue tests which these scientists carried on at different times for a long period of years. It is not possible or necessary to explain the tests here; but we can remember the facts conclusively proved by them, which are that if one keeps oneself under constant pressure, by sitting up too late at night, sleeping too little and getting up tired every morning, he is reducing the power of his brain and consequently is diminishing the value of his work, and he is also disorganizing his physical organism, and seriously injuring his nervous system and his health.

Every one has had in his own experience illustrations of temporary abnormal bodily conditions caused by peculiar mental strain or stress.

The parched tongue and the necessity of swallowing one's words when "speaking a piece" before the school or replying to a toast at a banquet, as well as the cold perspiration and trembling knees that often accompany these other

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symptoms of mental distress; the loss of appetite, languor, and exhaustion that follow the receipt of bad news—all these are common phenomena of everyday life.

It is a self-evident fact that in view of the close interdependence of the body and the mind, that the latter should be kept in as cheerful and hopeful a condition as possible. thought should be positive instead of negative. That is, a girl should say to herself in regard to her work, "I will succeed," instead of saying, "I hope I shall not fail." She should say, "I love truthful people," instead of saying, "I do not like liars." She should look for goodness, health, cheer, and prosperity and keep her thoughts as much as possible from wickedness, sickness, gloom, and degradation.

If forced to live or associate constantly with irritable, gloomy persons, she should try to appreciate their sterling qualities, of which doubtless they possess a good many, and to ignore the irritation and the gloom as much as possible. A good supply of checrful books, of music, a walk or ride in

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THE MIND AND THE BODY

the open air will help one in enduring the companionship of people of a gloomy temperament.

Plenty of recreation is needed. The young girl who feels discouraged and disheartened by her home environment should read Mary Antin's "The Promised Land" to know what great pleasures are all about one if one only has the mental eyes with which to see them. The kind of recreation must depend upon the girl and her work. For the girl who sits in an office all day, some gymnasium work, folk or æsthetic dancing, tennis-playing, or walking, would be valuable, while for the girl whose work necessitates vigorous muscular exercise or standing upon the feet all day, some recreation such as a quiet game, reading, music, or not too vigorous exercise in the open would, of course, be better.

Whatever the exercise, the purpose of it, as well as of all the efforts of the young woman, should be too produce "a strong mind in a strong body," for with those and right principles of action a successful, useful life is bound to be hers, and she can take her place

in the honorable army of workers, which numbers and has always numbered the greatest of the world.

CHAPTER XIII

HOW TO INCREASE MENTAL EFFICIENCY

The writer thinks of no better way to explain the methods by which a very modest amount of mental power may be augmented, reinforced and made available than by giving the story of a highly respected "first citizen" of an eastern city as it was told her by this person.

This gentleman, when a boy, had almost no schooling, and, according to his own estimate of himself, was the possessor of a somewhat meagre mental endowment. He drifted about from one low grade of employment to another until finally, through a happy combination of circumstances, he came into a considerable fortune when nearly forty years of age.

Now began the struggle to increase his mental efficiency. His memory was very poor; he had almost no knowledge of history or of literature,

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music or art; nor did he have any particular longing to acquire a knowledge of those subjects. He did wish, however, to become an honorable, respected citizen, whom his children could look upon with satisfaction, as they called him "Father." So, with this laudable ambition, he set about the work of mental improvement in the most thoroughgoing manner. To develop his memory and also to familiarize himself with the best literature, he memorized a quotation, verse or short selection before breakfast each morning. At first this was an almost impossible task; but twenty years later, when he told this story, he could learn a long poem in a very short time, so persistently and thoroughly had practised this kind of work. studied art by getting small copies of famous pictures, reading descriptions of them, and then, if possible, visiting the art gallery in which the painting was hung. He travelled a great deal, and, before making his trip, always read the best descriptions of the places he visited. He usually took a camera on these journeys and had slides prepared

MENTAL EFFICIENCY

with which he entertained a boys' school that he visited each week when at home. He had little ear for music, but attended the symphonies and the other best concerts and became familiar with a great deal of musical literature and the lives of the famous composers. After a few years of this sort of effort he frequently addressed clubs upon subjects suggested by his travels, and at the time of his death was the president of the Historical Society of his city and a member of several of the most important social organizations of the place.

This record would not be remarkable were it not that this man possessed only a very moderate amount of natural ability (he said of himself that he had absolutely no originality), and that he had been given no opportunities of securing what might be called culture, until comparatively late in life. In fact, he began the work of brain development at an age when very many people have ceased to grow mentally; yet, for many years before his death, he was regarded as an educated, cultured man by all who met him.

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We are sometimes discouraged as we read the authoritative statement of scientists that brain cells do not multiply, and that no amount of wishing or striving will give any human being more than he started with. But we are encouraged by the statement that the paths between the brain cells can be immensely improved and increased in number, and that persistent practice in \ any line of effort—writing, music, sewing, cooking, memorizing poems or other work—develops these paths between the nerve cells which control that particular line of thought or of effort. Good, hard thought in any subject produces greater power of thought in every subject.

It is often said of a person, "He does not use all of his grey matter." That is, he does not think deeply, and consequently, he does not grow mentally.

A young Jewish girl in New York was recently sent out from a technical school to take a position in a certain business where the work seemed to promise to be rather narrow and dreary. Her teacher saw her a few weeks later, and asked her how she was

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A YOUTHFUL STUDENT OF MILLINERY

MENTAL EFFICIENCY

progressing. "Oh, it is very interesting work!" was the reply. "I am learning so much every day! I am going to try to learn everything that any one can know about all branches of the business."

Every girl should try to do what this girl was determined to do—master thoroughly the work in which she is engaged. One's knowledge of one's own work should be deep, broad, and very accurate in detail.

To observe closely, to memorize something each day, to reflect upon important matters, to refrain from foolish and unworthy gossip and chatter, to learn all that it is possible to learn about one's business, are the best ways of improving one's mental power.

The wonderful mental power, energy and desire for service of Miss Helen Keller, are an inspiration to every young woman. Miss Keller says of herself that in her darkness and mental isolation she had one great advantage: her mind was not constantly disturbed by trivial matters. Gossip, back-biting, idle chatting, foolish reading, stupid calls—from all of these she

was saved. It is possible to keep one's mind so constantly filled with interesting thoughts that the trivial, the foolish, and the unworthy thought will find no place to enter.

Let us imagine a day in the life of a typical, high-minded girl worker—a girl who is constantly becoming more efficient in every way. Memory, habits of accurate observation, concentration of attention, reasoning power, judgment—all of these must be improved by our earnest girl worker.

As Jenny Jones looks out upon the pleasant morning, she learns, as is her habit, a short selection, before she is called to breakfast. This morning, she chooses one in harmony with the season:

"The year's at the Spring,
And day's at the morn;
Morning's at seven,
The hillside's dew pearled,
The lark's on the wing;
The snail's on the thorn;
God's in His Heaven—
All's right with the world!"

As she rides into town on the open trolley car, she observes the different [82]

MENTAL EFFICIENCY

reds and greens, the greys and browns and yellows of the trees, with their bursting buds; and she notices that the tulips are out in the garden where none were visible on the previous day. The white-flecked azure sky, the tiny crocuses hiding behind the tall fence, the ripples upon the river—all are interesting to her. And so, too, are the passengers on the car. She sees with pleasure that the little conductor cheerfully helps on the rheumatic at ! the corner, and that the woman in black is evidently going back to work She gives her a welcoming again. smile, although she does not know her name, or anything about her, excepting 5 that she is apparently in trouble.

When she reaches the office, she finds it necessary to turn very quickly from one task to another, giving complete attention to each one in its turn, without trying to drag the thoughts of task number one into the performance of task number two. At many steps of her work, she has to compare, to contrast, to weigh, to balance—in a word, to reason.

After dinner, she has to decide

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whether to use a theatre ticket that has been given her, or to spend the evening at home. Her judgment finally tells her that to spend several hours in a crowded theatre, witnessing an exciting play, and breathing the bad air of the place, is not so good a way to prepare her nerves for the work of tomorrow as a quiet visit with her mother and father, a little music, and the reading of an interesting book would be.

Memory, observation, attention, reason, judgment—all have been helped by the manner in which Jenny Jones has spent her day; and as a result Jenny is more efficient in the work of the next day.

As an illustration of the manner in which one's mental efficiency may be increased by stimulating companionship of the right kind, will be given a true story of a young country boy as told by his city cousin.

This young man left his country home a very uninteresting, rather stupid boy, using the slipshod, inaccurate language and possessing the unrefined manners of an unfortunate environment. He was known by his

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MENTAL EFFICIENCY

relatives to be in a mining camp in the far West and nothing more was heard from him for several years, when suddenly a brief note was received from him stating that, as he was in the East on business, he would come to visit his cousin upon a certain day. No pleasurable anticipations at the thought of the proposed visit arose in the mind of his city friends, and their delight and surprise were great when he presented himself, a very intelligent young man of fluent, accurate speech, and irreproachable manners. His changed mentality and manner were such a mystery to his friends that they asked him many questions in regard to his environment in his western home. It was found that, for five years, this young man had lived in a lonely mining camp and that during those years two scientists of the best type of French gentleman had lived with him, sharing his little shack, and being constantly in closest companionship with Their isolation had made them practically his only companions; and from them he had both consciously and unconsciously acquired the keenness of

thought, the fund of intelligence, and the polished manners which he possessed.

Edward Everett Hale is often quoted as saying that he intended to learn something every day from every one with whom he talked.

Even people of very limited knowledge or shallow minds can teach one something, if one is only ready to search for the good, the interesting, the "worth-while" and ignore all else.

"worth-while" and ignore all else.

The mind, like the body, needs food of the best quality in generous quantities.

DRESS

CHAPTER XIV

GOOD DRESSING FOR THE YOUNG WOMAN WORKER

In a certain girls' school there is upon a large chart on the front wall of one of the rooms this statement:

A Business Girl Should Have

- 1. A neat, simple hat.
- 2. Neatly and plainly dressed hair.
- 3. A clean collar and jabot.
- 4. A plain skirt and coat.
- 5. A clean laundered waist.
- 6. Clean and plain underwear.
- 7. Whole stockings.
- 8. Sensible shoes.
- 9. Clean, whole gloves.
- 10. Clean hands and finger nails.

It is apparent to every one who has sight that comparatively few girl wage-earners dress in a proper manner when at their work. The hat is usually freakish, either in size, shape, or color; the hair is inartistically and untidily dressed, and oftentimes the abomination of the "rat" or "puffs" is

in evidence; the wide collar is of cheap and gaudy lace; the suit is of inappropriate material and color; the much embroidered and oftentimes unclean lingerie waist is too low in the neck and too short in the sleeves, and many times insecurely fastened in the back; the outer apparel suggests uncleanly and unmended undergarments; the feet even in January are enclosed in gauze stockings and pumps with the highest of heels; the gloves are soiled, and the bare hands and finger nails show great need of attention.

There is no doubt that one reason why working girls have been induced to dress themselves in this foolish, unbecoming, and unsuitable manner is the immense quantities of cheap lingerie waists, cheap hideous hats, and cheap goods of every sort that the merchants have heaped upon the counters of the stores which are largely patronized by persons of small means. A clean tailored waist with a fresh collar each morning costs a little more in time and money than a gaudy embroidered waist, but the girl who wears the fresh tailored waist with its clean

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white collar and tidy little jabot or tie presents a far more attractive appearance than does the flashily-dressed girl in her attempts at finery; and in any store or office the girls who are most quietly and tidily dressed are, as a rule, the ones who are of greatest service to their employer and are consequently those who are moved up the line for promotion, as opportunities occur.

The unsuitable dressing of working girl is also due to the fact that she lacks sufficient judgment to discriminate concerning a style of dress suitable to a woman of wealth who rides down the avenue in her limousine, who walks in her thin silk stockings and tiny slippers only upon thicklycarpeted floors, and whose gorgeous hat may not be out of place when it adorns the head of a wearer in a private equipage. The working girl's hat, shoes, dress, and general attire are in too many cases a fantastic imitation of the costly costumes of women of large incomes. It seems difficult for our girls to discriminate between a style of dressing suitable to a wealthy woman

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of leisure and that suited to a girl in an office on a salary of possibly \$12 per week; or to distinguish between really valuable clothing and pinchbeck imitations.

In a certain girls' high school, where at one time there was much tawdry, foolish dressing, the pupils were requested to record their vote each morning for the girl who was most suitably dressed for school work. In every case the girl with the trim sailor hat, tailored waist, serge skirt, sensible shoes, and tidily-arranged hair secured the popular vote. The results of this method of calling attention to appropriate dressing were soon manifest in the greatly improved style of clothing of many of the other pupils. The broad-brimmed sailor hat supplanted the shapeless structure with the bedraggled plumes; the pumps in many cases were discarded for sensible shoes; the low-necked, short-sleeved waist was thrown aside for a wellfitting shirt waist.

In a certain high-class office in New York City where many young women are employed, the legend, "We expect

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A YOUNG TEACHER

all the young women in this office to dress neatly and simply," is displayed in the manager's office. Any girl who ignores this request is promptly dropped from the force.

A teacher of ability was once being considered for an excellent position in a high-class private high school. Her education, training, and character were all that could be desired, and her dress was usually in excellent taste. preparation for her visit to this school, preliminary to her taking the position, however, she arrayed herself in a hat of startling size and adornments, suit of very pronounced color and style, while several jingling ornaments added to the "loud" effect of the costume. Unfortunately for the teacher there was a wise rule in this school that the pupils and teachers should always dress very quietly, and there was considerable amusement and consternation when this butterfly of fashion appeared as a candidate for a position there. It is needless to say that she did not secure the much-coveted place.

In a Girls' School for Trade Work-

ers the girls are taught to keep an expense account in the following manner:

Receipts Item	Amt.
Weekly Wages	\$8.00
Expenses	
Item	Amt.
Hat	\$3.00
	Item Weekly Wages <i>Expenses</i> Item

Then the items are placed in a classified list under the headings "carfare," "lunches," "clothing," "recreation," "church," "benevolence," "indulgence," etc. This classified list helps the girls to see whether they are spending their money wisely or not and to keep the items in proper proportion. What a girl can expend for dress depends upon her salary, and her other necessary expenses. If a girl is earning \$10.00 per week and from that she must pay \$6.00 for board, room, carfare, and laundry, she should not expend more than \$2.00 of the \$4.00 remaining for clothing. At that rate she would spend about \$100.00 a year for clothes, which, with careful buying out of season, should clothe her very well, indeed. Many girls dress neatly and

comfortably on \$50.00 a year. Of course the girl who can make the most of her own clothes and who can keep them in excellent repair has a great advantage over one who cannot.

The writer has asked a teacher who always looks well clothed, but who has a great many necessary expenses which leave her little money for dress, to tell what clothing she bought in one year with \$50.00. This is the list:

One blue serge suit	\$18.50
One gingham house dress	1.98
Three shirt waists—50c., 75c., \$1.00	2.25
Two pair shoes (bargain sale)	3.50
Six pair gloves—3 cotton, 3 kid	3.75
Two dress skirts (linoline, alpaca)	4.50
Two underskirts	2.00
Underclothing	5.00
Two hats	5.00
Collars, ties, veils	3.00

Of course, this list simply means that she added so much to the stock of clothing that she had on hand at the beginning of the year. It means, too, that most of the articles were bought out of season, or when specially advertised as "bargains." A suit that is not

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\$49.48

too pronounced in color, or freakish in style, will last with care for two or three years. The best hat of one year can, if of conservative size and shape, become the everyday hat of the next year. We are talking now of dressing well on a small income, and not of what we would do if we had many times that amount of money to spend on clothing. It requires intelligent thought and effort to dress well on \$50.00 a year or less, but a great many women do this and many of them actually enjoy the victory of dressing well on the small sum expended. writer knows personally several highgrade young women who look welldressed on an expenditure of less than \$50.00 a year. To dress neatly on a small sum one cannot buy jewelry; the sum that would be expended for chains, bracelet, necklaces and lockets should be spent for laundry purposes; all of the hideous "additions" to the hair must be tabooed; the money thus saved should go for a good shampoo at frequent intervals; the standard weaves of cloth, serge, mohair, cheviot, of a color that is always in style, should

be bought for suits. Many dollars may be saved by buying suits and hats toward the end of the season and not at the beginning.

Of some toilet accessories the young girl should have a liberal supply: soap of a good quality, brushes for hair, teeth, and hands, nail files, and a good soap preparation for the hair, and a mixture to remove spots from the worsted suit. The woman worker should remember that "Cleanliness is next to godliness," and that no gorgeous hat, jingling jewelry, or tawdry finery of any sort will disguise or conceal a dirty skin and evidence of any uncleanliness of person.

She should remember, too, that her personality is expressed in the neatness or untidiness, the simplicity or the flashiness of her dress, and that in a large degree her efficiency is estimated by these externals.

The manager of a large store was asked if he thought one of his salesgirls could dress appropriately for her work in that store on \$50.00 a year. "Yes, indeed," was the answer. "Many of our girls dress on less than that and

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dress well, too-much more tastefully than some of the girls who live at home and spend every penny of their wages for clothes. It is the silly manner in which the girls dress that necessitates the large expenditure for clothes. You see that neatly-dressed young woman in the suit department," continued the speaker; "well, she is supporting and educating three younger sisters on \$15.00 a week. They have a little home out in the suburbs. Do you suppose she spends more than \$50.00 a year for clothes? She could not and do all the good work that she is doing. We shall give her a better place as soon as we can. We have a great many girls of that stamp in here; efficient, unselfish, fine young women. tunately, as in every place where hundreds of young women are employed, we have some of the foolish, flashilydressed, pinchbeck sort of girl, and it is those girls who seem to attract the exclusive attention of the surface observer of saleswomen."

A neat, simple style of dressing is as contagious as are many other habits of life. In a certain large insurance

office about one hundred young women clerks are employed. A walk through the aisles between the desks assures one that these young stenographers, typists, bookkeepers, and clerks are clothed as a business woman should dress: neatly, becomingly, and with a total absence of cheap finery.

We give below the amounts spent by five women workers of different salaries and occupations. These items, of course, do not include the entire amount of clothing of any one of the five. They are simply the articles bought during one year.

Miss A, a	ı st	end	ogr	aph	er,	sal	ary	·	•	•	\$750.00
Winter	su	it									25.00
Spring	sui	t									20.00
Dress s	kir	ts					•				10.00
Underc	lotl	nin	g					•			10.00
Shoes			٠.								6.00
Hats											6.00
Gloves											5.00
Neckwe	ear,	h	and	kei	rchi	efs	, et	tc.			3.00
Waists	•					•					5.00
Raincoa	ıt										5.00
											\$95.00

Or 13 per cent of income.
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Miss 1	B, a	l Sa	ıles	wo	ma	n,	sal	ary	•	•	•	\$600.00
Suit	(b	arg	ain	sa	le)		•					15.00
Hat	•	•										5.00
Und												7.50
Shoe	:s			-								8.00
Glo	ves											4.00
Wir												9.00
Sma												2.00
Coll	ars	. ti	es,	eto								3.00
Wa												3.00
Sun						•	•	•	•		•	7.00
		_	_									\$63.50

Or about 10 per cent of income.

Hats .				•	•	•	•	•	•	•	50.00
וומנט י	•									•	5.00
Coat			•							•	15.00
Undercle	oth	in	g							•	10.00
Waists							•			•	7.00
Summer	CC	oat									10.00
Shoes									•	•	6.00
Gloves										abo	ut 6.00
Neckwea	ar										5.00
Silk dres	SS		•	•			•			•	15.00

Miss D, a telephone operator, salary	\$500.00
Three suits, \$15, \$10, \$7.50	32.50
Shoes	6.00
Hats (two)	10.00
Underclothing	10.00
Gloves	5.00
Raincoat	8.00
Neckwear	7.00
Summer dresses	5.00
Waists	10.00
Or 18 per cent of income.	\$93.50

Miss E, a n	ıusi	c t	eac	her,	, in	COL	ne	•	•	\$800.00
Two suits	•									50.00
Waists .							•			20.00
Underclot							• ,			15.00
Shoes .		•	•	•					•	10.00
Gloves .	•			•	•	•	•	•		5.00
Neckwear	•		•	•	•	•	•	•	•	1.00
Hats .	•	•	•	•	•	•	•	•	•	6.00
										\$107.00

Or 13 per cent of income.

It is significant that in no case did the expenditure for clothing amount to one-fifth of the income. All of [101]

these young women are entirely selfsupporting and have many claims upon them.

The mothers of ten high school girls, of the average age of seventeen years, were asked to state approximately the sum spent for the clothing of these girls for the year. These young women were all neatly and comfortably dressed. The approximate sums stated by the mothers were as follows: \$40, \$30, \$75, \$90, \$55, \$25, \$35, \$50, \$30, \$45—an average of \$47.50.

No hard and fast rules as to amount spent for dress can be laid down, but any self-supporting girl who spends an amount in excess of \$100 per year should know that she is exceeding the amount spent for clothing by many high-class women.

The tables of expenditures for dress given thus far have been yearly additions to the wardrobe. We give below a model wardrobe and a budget of living expenses for the young woman worker prepared in a Vocational School. This budget won favorable comment in the Columbia University Courses of Household Economics.

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CLOTHING BUDGET

	2	winter union suit	S							\$2.00
)	3	summer vests.								.75
	5	pairs stockings								1.25
	I	pair corsets .								1.25
1	3	pairs drawers (h	om	ie-n	nad	c)				1.50
,	3	corset covers .				•				1.00
١	2	flannel skirts.		•						.75
	2	chemises								1.50
١	2	night dresses .							•	3.00
l	I	pair shoes								1.50
l	I	pair boots								3.50
	I	pair sandals .								.75
	I	pair rubbers .								.75
•	I	black satine skirt								1.25
ì	I	seersucker skirt								•75
ļ	2	silk waists (home	e-n	nad	e)					4.00
7		white waists .			•					2.00
)	2	muslin dresses								3.00
Ĭ	I	dark dress skirt								4.50
1	I	silk dress (home-	·ma	ade)					4.00
l	I	winter coat (two				(:				13.50
1	I	winter hat		•	•	•				3.50
1	I	summer hat .								4.00
ĺ	2	pairs gloves .								1.50
l.	I	suit	•	•	•	•	•	•	•	22.50
		Total								\$84.00
										· •

This was the clothing budget of a girl whose salary was \$500 per year. Her living expenses were apportioned as follows:

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	Salary	\$500.00
	Board and room 50 weeks at Y. W. C. A. at \$4.50	\$225.00 45.00
	Vacation two weeks	20.00
	Operating Expenses Life insurance	* *** 00
	Fifty cents a week in the bank	\$12.00 26.00
	Dentist's bill	6.00
	Stationery and stamps	1.50
	-	\$45.50
•	Higher Life	
Ϋ́	Daily papers	\$3.50
6	Monthly magazine	1.50
y.	Church allowance	10.00
ì	Amusements (50 weeks)	12.50
	Clothing Budget	\$84.00
Y	Incidentals and spending money	\$447.00 53.00
	•	\$500.00
;		

This budget was prepared in 1912. As the cost of living and of clothing

has increased very considerably since that date, it is doubtful whether the amount expended for board and clothing would be adequate at the present time (1914).

FRIENDS

CHAPTER XV

THE FRIENDSHIP OF BOOKS

A visitor who had been looking over the books in a young woman's bookcase asked this girl's mother if her daughter enjoyed those books.

"Yes, indeed, she does," was the reply. "She has read them all through many times. She seems to love them."

Now the lady first mentioned had been pleased with this girl's appearance and had been secretly considering a project of securing a position for her in a large city. But, as the girl was young and inexperienced, there were some doubts as to the advisability of such a change for her. In speaking of this later, this woman said: "When I saw those books, and heard the mother's statement, I knew that the girl would be safe in a large city. A young woman who loved to read books of that character would be safe anywhere."

Girls who have real friends among

the best books have the character and the intellect that make them safe under any conditions. If one is lonely in a great city there are the books that are not seldom "talismans and Friends may forget to write, but, as Robert Louis Stevenson expressed it, "Every book is, in an intimate sense, a circular letter to the friends of him who writes it." Does one become bewildered and discouraged as one sees the magnificence around him, a booklover who was surrounded by splendor said: "If the crowns of all the kingdoms of the empire were laid down at my feet in exchange for my books, I would spurn them all." Tributes to the friendship of books have been made by nearly all great writers, and the unwritten tributes to their companionship are legion.

Human friends are sometimes disappointing and unsatisfactory. We expect bread, and they give us a stone, as we do to them, in our turn. Our friends may be ill, or worried, or in serious trouble; they may be moody or deceitful by nature or rather cold at heart; they may outgrow us or we

THE FRIENDSHIP OF BOOKS

may outgrow them, but the best books are always "the same firm friends, the same refreshment sweet."

Then too, if we wish to make new friends, there are the new books, some of which make the world broader and more beautiful.

Sometimes the young woman worker who is a reader, a lover of books, does not really know what the best books are, and so she makes inferior friends among her writers. Most girls like novels, so we will give a list of fifteen novels which, by the general consent of persons competent to judge, are among the greatest ever written: The Scarlet Letter, Les Miserables, Ivanhoe, Romola, Adam Bede, David Copperfield, A Tale of Two Cities, Henry Esmond, Uncle Tom's Cabin, Wilhelm Meister, Jane Eyre, Vanity Fair, The Newcombs. Heart of Mid-Lothian. The Talisman.

Tastes in reading differ widely, but if one loves Scott there are the rest of the wonderful Waverley Novels, all so fascinating to those who enjoy them that it is hard to select a favorite. For the girl who cares for A Tale of Two

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Cities, there are many other books by Dickens, almost as wonderful in their magic power.

We shall hope that our girl worker likes poetry, because the poets make us see so much more beauty in the world; and so she will like to read a good many of the poems of the ten greatest English poets: Chaucer, Spenser, Shakespeare, Milton, Burns, Words-Shelley, worth, Keats, Tennyson, Browning; and also of the greatest American poets: Bryant, Poe, Whittier, Longfellow, Lowell, Emerson, Whitman.

If she is a thoroughgoing, earnest type of girl, who wishes to get a broad foundation in American literature, she will wish to read these masterpieces: fiction, The Scarlet Letter, by Hawthorne; history, Parkman's Works, Motley's Dutch Republic, Grant's Personal Memoirs; essays, Emerson; biography, Franklin's Autobiography.

A visit to any large public library on a Sunday afternoon will convince one of the pleasure given to the hundreds of people found there by the friendship of books.

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The newspaper and periodical rooms are filled with readers, to many of whom the library gives shelter, light, heat, rest, while their book or paper causes them to forget their trials and failures. In the stately readingroom are seen the eager student, or the casual reader; and the children's room shelters many scores of little readers whose happy faces show that they have been wafted, through the enchantment of the printed page, to the regions where children love to dwell.

In the special libraries are students working in serene contentment.

The friendship of books is everywhere evident.

CHAPTER XVI

THE FRIENDSHIP OF MUSIC

When one tries to write of the Friendship of Music, one wishes that one's pen were tipped with fire. Or, one wistfully scans the skies, wishing that some bolt from the blue might electrify the hand and energize the spirit of the writer, until the vague thoughts of the heart could be expressed in words of crystal clearness and the highest import.

The universal language of music! Poetry, painting, or sculpture cannot voice the feelings of the heart, stir the will to action, comfort the despairing, interpret every emotion and give an enjoyment that is akin to ecstacy as does this heavenly gift.

In thinking of the musical round of the year, our thoughts turn first to the Christmas season, with its quaint and beautiful carols, its special organ music, in which the shepherd's pipe can be heard upon Bethlehem's

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plain; and its magnificent oratorio, The Messiah. Surely a great wave of friendship sweeping over all the world is connected with that music!

For the woman worker in the city there are the organ recitals and the vesper services in which the choicest music, both the old and the new, is rendered by skilled musicians who love their work. And if this woman loves to sing in a great chorus, there is the People's Choral Union, in which many of the great oratorios are practiced every year.

The country girl, too, in these days, can hear the very best music of the great masters as it rolls out from the Victrola, the Aeolian and the other wonderful mechanical instruments. In a certain small country town, the writer found a group of young people who could recognize immediately the operatic selections that had been given in the nearest large city that winter, as they had followed the programme with their Victrola records. They had also formed a music club and had studied the lives of several of the great com-

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posers and knew a good deal about the number and kinds of instruments in a large orchestra.

The methods of the ordinary music teacher in the past have been such as to turn out pupils who could possibly play a few selections creditably, but who knew almost nothing of music in any real or deep sense, and who had little love for the best music. In these days much more musicianly work is accomplished by teacher and pupil and the latter learns at least to appreciate good music, and if he finds he cannot be a performer, he can, at least, be an intelligent listener.

The glory of music is that it suits every mood and every condition of life. If one is wearied and perplexed with the complexities of life, there are the grand old solid German chorals to calm one and make him feel again the nobility of existence. If one feels gay and joyous, there are the dance forms of the Spanish, the French, and others. If one loves vocal music, there is the widest possible range from the melodious Italian operas to the grandeur of the modern German school.

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While if one is so fortunate as to be in a large city where he can hear one of the great symphonies occasionally, that is an event indeed. The grand oratorios become the beloved friends of those who hear them often. An elderly lady once told the writer that she had heard The Messiah twenty times and that she was going to hear it every Christmas as long as she could get to the hall where it was given.

The simpler music of the average home: the dear old songs, the hymns, the familiar piano selections—what sympathetic friends these are! Plaintive, joyous, light, majestic, rhythmic, martial, elevating, and sometimes even ecstacy-producing. Truly the value of music in the home is incalculable.

Is a voice heard saying, "What about rag-time?" Well, rag-time has its place (although some of its words have not), but a diet of rag-time in music places one in the same grade of development as does very flashy dressing, or an inferior grade of reading. It is a pinchbeck sort of music. A little rag-time is interesting because of its peculiar rhythm, but an entire musi-

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cal diet of it makes one musically (

The praises of music have been sung by all great authors, even by those who confessed they had no ear for it. And so, we close this chapter with the words of one of these: "Music is a universal language. Where speech fails, there music begins."

CHAPTER XVII

THE FRIENDSHIP OF PEOPLE

"Margaret Dean and her mother are just like two friends," commented a young girl upon one of her acquaintances.

"Well," laughed her friend, to whom the remark was made, "why shouldn't they act like friends?"

Truly enough, why should not a young girl and her mother be the best of friends?

In the deepest sense of the word, they are. But in the sense of the word friend, which means sympathetic companionship and identity of aim and ideals, they are often very far from being friends.

Many young people naturally place father and mother upon a different plane from themselves. Little children place them higher. But the girl in her teens, often unconsciously, places them lower. There is no more pitiful sight than a modern daughter with modern ideas, modern education, modern dress

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—yes, and modern manners—as she tries to conceal her shame of the possible uncouthness of the hard-working father and mother. In her ignorance of the depth of human experience, and the self-sacrifice and effort which make them inestimably her superior, although their hands may be hard, and their habits of speech ungrammatical, she sometimes inflicts cruel pain upon her earliest and truest friends—her father and mother.

A woman who was distinctly a leader in the best musical circles of a city once requested an acquaint- : ance, who was going to take a trip in rural New England, to call upon her mother, whom she praised with greatest enthusiasm, saying that she knew it would give her mother great pleasure to meet some one who had seen her daughter recently. The acquaintance in commenting upon his visit to the mother, said, "To my surprise, I found her a dear, little, ungrammatical, unlettered woman, bearing all the marks of very hard work in the past. never admired Mrs. C so much as I did after that visit. If she had been a [120]

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woman of a more shallow type, she would not have invited me to go to see her mother. She was big enough to realize that her mother's hard work and self-denial for the sake of her children were greater than her own superb accomplishments."

While sisters usually feel real love for each other, the fact is evident on every hand that they are not always "friends" in all senses of the word. They are pitiless critics of each other's dress, actions, boy friends, and tastes in general. They see so much of each other that when one wishes a really good time, she takes it with her latest chum of the moment rather than with her sister. They confide in each other to a certain extent, but pour out the depths of their soul to some school friend.

School friends often become the dear old friends of whom one thinks when he says, "There are no friends like old friends." But in many cases, we outgrow them or they outgrow us. A few are kept, and they are usually among the best and truest friends of our life.

The friends made by the young

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woman in her business life should be carefully selected. The very nearness of the person, the close companionship, make it easy to form intimacies that are hard to break without bringing about an unpleasant condition from which the only escape is in leaving one's position. It is better to be friendly in one's manner to all in the office, store, or factory, but to be intimate with none; or, at best, with only a very few fellow workers, of whom one's instinct and intuition say, "They may be trusted."

The girl worker often makes good friends in her gymnasium club and church or social clubs. Here are persons having the same interests, but there is not such a danger of jealousy and complications arising as a result of the friendship as is found in connection with business friendships.

A girl should enjoy the friendship of a fine, manly boy just as she enjoys that of a thoroughly nice, womanly girl. A girl in business may usually depend upon her intuitions, plus her training, her reading, and her limited knowledge of the world to decide whether a

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boy is the kind of person with whom she likes to be friendly. A young woman who is old enough to be enrolled in the army of workers has passed the stage where she looks with open scorn upon any boy who looks upon her, while secretly she is investing him with all the noble and wonderful characteristics and possibilities of a Sir Galahad and a Romeo, moulded into one body and dressed in a summer suit and canvas shoes.

The young business woman has keen eyes, and she likes a young man for the same reason that she likes a young woman—pleasant companionship of the right kind. Sometime she may fall in love with this kind of young man and marry him, and then they will be friends or not according as they bring intelligence, forbearance, love, and high principles into that relationship.

One point that cannot be too strongly emphasized is this: we must not expect too much of our friends. Countless heartaches and broken friendships have come about because people do not realize that fact.

A young woman relates this experience: "I was ill at one time for a short period, during which my little fund in a savings bank was soon in the doctor's hands, and I was in a greatly disturbed condition as a consequence. My salary was so good when I was well, and my ultimate recovery was so assured, that there would have been no risk to any friend in loaning me money. I hated to ask for it, but gently hinted to one or two of my wealthy friends my need of a loan. To my surprise and despair. no offer was made by any of these old friends who knew me so well. To my equally great surprise, a new acquaintance—not a wealthy woman—who divined intuitively my need, sent metotally unsolicited—a check for \$100, telling me to repay it at my conven-For a time, the contrast between the conduct of this new friend and that of my old friends made me feel very bitter towards them. see, now, that I had no right to expect any different treatment. My mistake was that I expected too much of my friends."

Many persons fail to hold friends

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because they try to hold them too closely. They wish to absorb them, as it were. These persons delve into the secrets of one's heart in a way that makes one shrink and retire from the friendship. One such woman has never been able to hold any friends, although she is really a charming lady. Her fault is that she is too engrossing, too embracing, too clinging. One tires of her very quickly.

Young women workers often lose what would be very valuable and interesting friendships by not cultivating the companionship of older persons. Young girls of a superior type count older persons among their most delightful friends. Miss Helen Keller and Mary Antin have both recorded the delight given them by their friendship for older persons.

Nearly every one has on her list of friends some person whose clear nature is as easily read as is an open book. These are very delightful people. No deceit, trickery, or double-dealing can hide in such a crystalline nature. Then, too, the most of us have one or two friends whose nature is perfectly

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clear to a certain depth, but then we i feel that we can go no farther. There are splendid depths below that cannot be fathomed even by the dearest friend. They are the persons who have a reserve store of mentality and a spirituality which the average person can only imagine. Sometimes we are disposed to turn our back upon a friend because all parts of his nature do not satisfy us. He is honorable, but he is also stingy. He is loving and sympathetic but he is also inclined to be deceitful. It is interesting sometimes to build in imagination an ideal friend, taking the best quality of several friends to form one part of this imaginary being, who is to be wholly perfect. Mrs. X has a great deal of intellect, but seems rather heartless. Let us, then, take her brain. Miss Y has no brains to bestow upon us, but she has a big heart. Let us take that. Mrs. Z is solid and conservative and has excellent sense and judgment but little humor. She shall furnish the foundation, the feet and limbs. Miss A is generosity itself, but is slack and slovenly. She shall furnish the hands for T 126 7

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giving. And so, we make up our ideal and we also emphasize our friends' good qualities.

Some persons are like chameleons in taking on the color of their friends' moods. Such persons should be very careful of their companionships. One literally is known in two senses by the company he keeps. One of the most unsatisfactory types of friends is the absent-minded friend. You fly to him with a tale of joy or of woe, only to have him stare vacantly at you, while he tries to bring back his mind long enough to find out what it is all about.

All of our thought thus far has been on what the young girl would receive from her friendship. Now, comes the thought of what she can give in exchange. She can give loyalty, companionship, sympathy, appreciation, encouragement, cheer, and comfort. The writer gladly testifies to the pleasure given her by the friendship of two persons at the opposite ends of life. The young girl friend has no idea that her weekly visits, in which she discusses all matters, from the Bryn

Mawr festivities to the latest book or the newest music, bring so much pleasure and color into the life of her older friend. The other friend, at eighty, stands at the summit of a well-spent life, seeing in perspective many great movements of which she converses most interestingly. Her visits also are delightful oases in the workaday week. She never criticises a human being unkindly, and there is always combined with her kind, sympathetic manner a certain reserve. She never invites a confidence of any sort; but one feels unmistakably in her presence, "Here is a real friend."

If one were to try to analyze friendship, he would find the task impossible. We wish our friend to really care for us, but that is not all. We wish him to have a sympathetic nature, but he must also have some subtle spiritual quality that brings out the best in us, or we do not truly enjoy his friendship.

"I do not know what ails me when I am with Helen," said a young woman, "but I am never so shallow, so deceitful, and so cheap as when with her. She seems rather a nice girl, too.

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But she always makes me despise myself, and so, I don't enjoy her companionship."

One of the best things we can do for ourselves and for our friends and acquaintances is to tap their brains. Almost everyone with whom we associate has something of real value to give us if only we would draw it out. We Americans are just beginning to realize the large contributions in the form of folk-lore, folk-dancing, pags eantry, music, handicrafts, and skilled labor that the very humblest groups of recently-arrived immigrants can give us. The manager of a trolley line tells a good story that illustrates this point. This man had been thinking very hard for several weeks upon the problem of reducing expenditures by applying new methods in the powerhouses of his plant. During these days, he had taken long rides in his automobile with a chauffeur, a silent sort of man—a Swede whom he had recently engaged. While still pondering over this subject, his attention was attracted one evening to a notice of a lecture on economy of electric power to be given that night at

the workingmen's club in a different part of the city. He sent for his chauffeur to take him to this place, but, as he was not to be found, this gentleman was forced to fight his way thither in his own crowded trolley-cars. He says, "When I reached the hall, I not only heard the lecture on electricity, but was also immediately 'electrified' to find that the lecturer whom I had made such an effort to hear was none other than my own chauffeur, with whom I had ridden hundreds of miles in absolute silence during the previous weeks."

We have thought thus far of immediate friends, only. It is possible to attach a much wider significance to the word friendship and to think often of that word in a very different sense. Every person who faithfully performs some piece of work by which other persons are made comfortable and happy is a friend to humanity. The miner, to whom all too little thought is given; the farmer; the men who do all the heavy, disagreeable work in cleaning the city streets; the inspectors of railroads; and many, many others, are

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all our friends, to whom we should at least send out friendly thoughts. Then, too, we are coming more and more to appreciate our friends in all other lands. Among them are the Germans who give us such ideals of solid. skillful work in every department of effort from music to hand carving; the Italians, to whom we owe so much for what we have received from Italy in the past, and what we are receiving from her in the present. In fact, a great wave of friendship sweeping round the world is constantly gaining in volume and power.

It is possible for the young woman worker sometimes to catch a vision of herself as one of a whole army of fellow workers; some at home, and some in foreign lands; all performing their daily tasks with skill and courage and

faith in the future.

HABITS

CHAPTER XVIII MENTAL HABITS

"Ill habits gather by unseen degrees,
As brooks make rivers, rivers run to seas,"
sang one who knew of what he wrote;
and wise old Epictetus tells us, "Whatever you would make habitual, practice it; and if you would not make a
thing habitual, do not practice it but
habituate yourself to something else."

Modern scientists talk learnedly and accurately of brain paths being made by the habitual repetition of acts, which is precisely what the great writers of all ages have said, though in a different form of expression.

Every young woman is forming by her daily choice of action one or the other of these contrasting mental habits:

Courage . . . Cowardice

Truth Lying and deceit
Perseverance . . . Yielding to obstacles

Punctuality . . . Tardiness
Attention to work . Inattention

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Kindness Unkindness Order Disorder Cleanlines Uncleanliness Work

An encouraging thought is that the good habits gather by "unseen degrees" as surely as do the bad habits: and if one would prepare a list of these character habits, and aim to strengthen the one in which he was weakest by repeated efforts day by day, one would as certainly develop some fine habits as "rivers run to seas."

Let us consider a habit that every one should cultivate, because the individual who has it not is a source of much annoyance and trouble to other persons: the habit of being punctual. As these words were written, there came from the memory the story of two persons (one a pompous, impatient business man to whom every moment meant money) standing for an hour in a broiling sun, awaiting the arrival of a person who was never known to reach the appointed spot at the appointed time. The hour for this interview had been set for one o'clock, and it was five minutes after two when the tardy one

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arrived, to see a carriage disappearing in the distance. The carriage contained two probable purchasers of some valuable property. They never returned.

The school girl who comes panting through the corridor one minute after the bell has rung becomes the girl who is always losing cars and trains and arriving late at her work. She is the woman who is late at church, whether the service begins at 10:30 or at 10:45. Whatever the time of the meeting, habit makes her late.

The way to cure this habit of tardiness is to be too punctual; to be on hand at the school, factory, store, office, or church ahead of time. One should plan to do this. He should make himself do it; and at last the dilatory habit will be broken, and he will be as punctual as he was formerly unpunctual.

The ugly habits of lying and deceit sometimes enchain one before he is aware. This is a subject upon which one is prone to become pessimistic. But we must remember that the Psalmist's words were: "I said in my haste, 'All men are liars.'" Notice, that he

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admits he was hasty when he made that discouraging statement. It is a melancholy truth that some people seem to be "natural-born liars." One hates to think of it, and the statement does not look attractive in print. But, just as some people are born with the predisposition to tuberculosis or to nerve trouble, which may develop if the conditions under which the person lives are unfortunate, so some people seem to be temperamentally disposed to deceit and to untruthfulness. lie to tell a good story; to give expression to the imagination; to free themselves from blame; to win sympathy; in general, to pose upon the stage of life.

Now, what can be done to cure this habit if once acquired? The untruthful person should bring himself as closely as possible in contact with truth at every point. He should read many books treating of actual facts stated in the most accurate, scientific language. He should keep as much as possible with persons to whom lying would be abhorrent; and he should keep constantly before him the thought that

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business, society, life itself, are based upon truth; and that a liar is an abnormal creature which, multiplied by thousands, darkens and defiles the face of the whole world. He should refrain from mind wandering, and hold his thoughts closely upon the subject in hand; and he should be sure that he has plenty of good, solid food for the He should visualize life in many ways; as a web into which every lie is as a thread dropped; as a clean parchment, with clear writing, upon which every lie makes a blot; as a ladder to be climbed, from which every lie removes a round. The untruthful person should ever hold before him the highest possible ideal of truth, and, if he is strongly tempted to be deceitful. he should visualize a hideous little fiend whom he calls "Deceit," "Untrustworthiness," "Lying," "a Betrayer of Confidences," as the case may demand. The naturally untruthful person should avoid circulating gossip and scandal as he would avoid starting a conflagration. An untrustworthy person must cure himself by heroic measures. There must be no softness, no

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pampering of self, no palliation here. The yellow streak must be cut out with a hand made strong by the firmest determination on the part of its owner to become a decent person, who is entitled to a position among respectable people.

The value of perseverance cannot be too strongly emphasized. Countless cases could be cited of persons who have failed of success by yielding to obstacles, just as success was in their grasp. We sometimes solace ourselves ; in failure by saying we were not fitted for the work anyway. The sensitive person who is afraid of ridicule is the one who most readily loses positions which he is fully capable of filling. The following story illustrates a character of the opposite type. A young girl tried to secure a position in a newspaper office. She was told to bring in some local news items to test her English and her ability to collect readable news. She failed on both points. She returned to school, where she took a very thorough course in English, and at the end of the year, again applied for the position and was told that her news items showed a lack of knowledge

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of what news really is. She thereupon made a study of the local news items of several of the best papers, writing and rewriting until she had the happy knack of expression desired. With a batch of items, she again visited the office of the paper, to be told this time that her personality was against her; that a local society editor needed to look healthy and attractive, and the hint was gently given her that she did not meet either of these requirements. This was a sting that would penetrate almost any heart, and weaken the willpower of the most determined. But this woman took advantage of a Western trip to improve in health and general appearance and, upon her fourth visit to the office, she was given the charge of a woman's page, and is connected with that journal to this day.

The manager of one of the largest stores in the country recently told a class of graduates that perseverance, more than any other quality, won success in his store. He quoted many instances of sales persons who had been refused promotion for which they had asked, but who had persevered in ask-

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ing and in showing reasons why the promotion should be given, until ultimately it was granted.

To illustrate the fact that one must not be deterred by ridicule or criticism from accomplishing one's aim, the store manager previously mentioned gave this story. He said at one time there was a vacancy in the buyer's position in the umbrella department of their store. To the amusement of the managers, a young man who had just come to them applied for the position. When asked what he knew about umbrellas, he truthfully replied that he knew nothing excepting to open them when it rained, but added that he could learn all that there was to be known about them. He was laughingly told to go back to his counter. Some months later, there was a vacancy in the silk department, and the same youth presented himself for the position of buyer of silks. He was ridiculed in the same manner and bade to return to his work as a salesman. Again he presented himself as a candidate for the position of buyer in the china department, and as an experiment and a joke, the man-

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agers decided to let him try the position for three months. He was a success from the first, and is now with the firm, having filled the last-named position for many years.

One of the most striking illustrations of the value of persistence that ever came under the writer's observation is the following. A teacher of a class of deficient children realized that singing in her school would contribute much to the happiness of these little people; so she resolutely began the study of harmony and of vocal music, although she had never learned anything whatsoever about music and had no ear for it. In fact, she could not sing the scale with any degree of accuracy. teacher admired her tremendous energy and enthusiasm, but told her kindly that a person of her age, with no ear for music, had better not attempt to learn to sing. She persisted, however, in the face of the opposition and thinly-veiled pity of her friends, until at the end of the fourth year after beginning her lessons, she could sing simple melodies very accurately and sweetly.

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The habit of giving strict attention to one's work, of doing every detail of it very thoroughly, and of mastering every department of it, has been urged in another chapter, but this truth cannot be too strongly stated. The young woman who makes herself felt in her place of business as one who can be relied upon to furnish accurate information in regard to all the work of her department is bound to be a valued employee who will be retained when others are dropped, and who will be promoted as opportunities occur. Such a woman will, of necessity, be very orderly. She will have her desk, her office, her counter, her work of whatever sort, arranged in an orderly manner, so that no time is wasted because things are not in their right places.

Lastly, the girl who succeeds will, of a certainty, be a real worker. Laziness will be despicable in her eyes. A sense of honor will cause her to give her employer her best service in return for her wage, whether that wage be small or large.

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AN ACCURATE BANK CLERK

CHAPTER XIX PHYSICAL HABITS

The young girl worker should form the habit of carrying her body well; of holding herself erect while walking and sitting. A fine, erect carriage, with well-set head and shoulders, causes one to appear strong and efficient as well as attractive. A certain physical culture teacher told her pupils always to walk as if the chest carried them along.

An efficient worker will probably be a deep breather; i. e., much of the breathing will be done by the action of the diaphragm, by the method called by singers abdominal breathing. This method of breathing causes more oxygen to enter the body, and the digestive tract is acted upon by the diaphragm in such a manner as to aid in the digestive and assimilating processes. The young woman who wishes to keep her highest state of efficiency will always take exercises in the open air, if this is

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possible. If she is too tired after her day's work to take a walk, to work in the garden, to play tennis, to row a boat, to paddle a canoe, or to skate or swim, let her, at least, keep herself in the open air as much as is possible. She should form the habit of staying in the open air at least an hour a day. We are aware that this is impossible under certain conditions, but we are speaking now to the average young woman under normal conditions.

The necessity of the habit of the daily bath for cleansing and of the cold bath for stimulation has been stated previously, as has also the need of habitually eating well-cooked, nourishing food. The young girl must remember that an efficient brain must have for its servant an efficient body, and that efficiency of the body depends upon proper food, plenty of water, exercise in the open air, and plenty of rest and recreation, and that these factors in health must contribute regularly and not spasmodically to the general welfare of the entire person.

The young people of this country are beginning to appreciate the open-

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PHYSICAL HABITS

air folk-dance as a healthful and delightful method of securing rest and recreation in the wide "out-of-doors."

The flat roof of an apartment house, or the lawn, yard, or open field about a private house is accessible to nearly every group of young girls who would be benefited physically by a happy little dance together in the open air.

We give the music for one of these sprightly little dances. The greeting can be changed to suit the taste of the dancers. "How do you do?" or "Now, how are you?" would do as well as the Peace Greeting "Peace be to you."

PEACE DANCE

PEACE BE TO YOU

Used by Permission from a Peace Day Program prepared by the writer.

Form around the room in couples, two couples facing each other.

All chasse to the left, count 1-2-3-4, chasse to place (5-6-7-8); 4 measures (8 counts).

Four hands around; 4 measures (8 counts).

Forward and back; 4 measures (8 counts).

Forward and stop; 2 measures (4 counts).

Join right hands with opposite, count (1), make a downward movement. Shake hands,

"Peace be to You!" Count (2) one for joining hands, two for downward movement.

Join left hands, still keeping right hands joined, count (2); 2 measures (8 counts).

All chasse center of room 8 slides and back 8 slides; 8 measures (16 counts).

Moulinet (four give right hands across and go once around, give left hand across and go once around in opposite direction, 8 measures (16 counts).

Balance, step back and hop, extending the free foot forward and raised; 4 measures (8 counts).

Cross over with four steps and make two courtesies to those coming from opposite direction with whom the figure is repeated; 4 measures (8 counts).

Total 40 measures.

(Continue ad lib.)

PEACE BE TO YOU.

Adapted from Gilbert's American School Dances.







CARL F. LUDWIG, Boston, Mass., 1909

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CHAPTER XX

HABITS OF SPEECH

One's habits of speech usually reflect directly one's environment, so that it is oftentimes unnecessary to ask a girl in regard to her surroundings, for her "speech betrayeth" her. One speaks in the grammatical or the ungrammatical language of the daily companions of her childhood. Fortunate indeed is the young woman who, in her early years, heard constantly accurate and elegant forms of speech. Inaccurate, ungrammatical language acquired in childhood constitutes a formidable handicap to many lines of advancement; but with determination and perseverance, much can be accomplished in acquiring better forms of speech. One's speech should be as correct and in as good taste as one's dress. A young woman who dressed in excellent taste once formed one of a party of tourists in visiting European countries. was fine looking, her clothing was ir-[150]

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reproachable, her morals were evidently of the best; but her speech was extremely ungrammatical. "What a pity that that girl does not take as much pains in manicuring her speech as she does in keeping her hands in good condition," was the comment of a fellow tourist.

In no way can one acquire correct forms of speech so well as through the ear. Therefore, the ungrammatical girl who would improve her language, should listen intently when she hears persons speak who use correct forms. Reading aloud will help one a good deal. The study of a book of correct forms will help, also. Sometimes the ungrammatical person does not know that certain forms that he uses are incorrect until his attention is called to them by one of these books of errors and their corrections.

Even well-educated persons are sometimes rather careless in their speech, but there are certain gross errors of speech that are made only by persons who are extremely careless, or very ignorant of proper forms. Some of these most glaring errors,—errors

that are never made, excepting by those most lacking in culture—are the use of: "done" for "did," as "He done it" for "He did it"; "seen" for "saw," as "He seen it" for "He saw it"; "You was" for "You were"; "them things" for "those things"; the use of "me," "her," and "him" after was, as "It was me-her-him" for "It was I-shehe."

If one has said and heard "It was me" for many years, the only way to correct the habit of saying it is to repeat aloud "It was I" scores of times each day until the proper form firmly established as a habit. work of correcting errors of speech must be accomplished by oral repetition. The correct forms must sounded over and over again.

Some less glaring errors, but errors that an efficient young woman does not wish to make are these: "Between you and I" for "Between you and me." "Who have you there?" for "Whom have you there?" "She did her work quick"-or "good" for "She did her work quickly"—or "well." "She gave it to Jenny and I" for "She gave it to

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Jenny and me." The words "attacked"—two syllables—and "drowned"—one syllable—are often mispronounced. There is no such word as "complected." We repeat: if the habit of using inaccurate forms is firmly fastened upon one, the only cure is in hearing as much correct language as possible, reading it aloud, and repeating aloud the correct form in substitution for the incorrect one.

Our ideas depend upon the number of words we know, for we cannot have a clear idea until we have a word with which to express it. Therefore, it is well to learn two or three new words every day; but we should be very careful not to use a new word until we are very sure we are using it in the right connection.

A little slang is sometimes used by well-bred persons, to give point and picturesqueness to the speech, but it should be used sparingly; to describe everything from a symphony concert to a gorgeous sunset as "dandy" denotes mental laziness, and leads to inaccuracy in other matters. To speak habitually in the slang of the newsboy

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or the bootblack is to use a kind of language that does not compare favorably with one's habits of dress or of personal cleanliness.

A habit of speech into which the easy-going and not very industrious type of girl is likely to fall is that of idle gossiping, a habit which often makes much mischief and is productive of no good whatsoever. The waste of time and the harm done in this way are incalculable. No person who wishes to become an efficient business woman can afford to spend even a small part of each day in talking over matters pertaining to one's friends, matters which either are of no importance or else are of private concern and should not be mentioned. cheerful conversation friends with about subjects of mutual interest is entirely different from the gossip of the mentally lazy or the malicious busybody.

The efficient woman will have the habit of clean, accurate speech, pure in subject-matter, and as refined in language as she can make it. A very deep thinker of ancient times said what

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thousands of other people have expressed in different forms: "Speech is a mirror of the soul. As a man speaks, so is he."

AIMS

CHAPTER XXI

THE AIM TO BE OF VALUE IN THE HOME

The first aim of the young girl worker should be to become a valuable and forceful helper in her own home. Even if she is to become a stenographer, a bookkeeper, a salesgirl, a nurse or a teacher, she should first become a home-maker; and the ideal conditions under which she is to learn this work are in her own home. Some day our girl may have a husband and children and the time for her to prepare for that happy condition of life is in the years that she spends with her own mother, under the roof of her own father's house.

The young daughter should be her mother's right-hand supporter or she will never be worthy of another home. Without usurping her mother's authority in the least, the daughter's part should be to give definite help in performing household tasks, but greater

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still should be her work of bringing cheer and comfort and hope into her girlhood's home. Father and Mother look out into the world through her young eyes upon happiness that they would not see in any other way. If the young girl living at home is in wageearning work which occupies much of her time and thought, she should still feel a responsibility for loving service given at home. She should never become a mere boarder there, even if she pays a regular sum each week into the family purse. Many girls never realize until it is too late what a comfort their presence and help would have been to their father and mother. When Mother's hands are folded for the last time and Father's work is done, these girls think of many things that they would gladly forget.

We repeat, then, for emphasis: A girl should under all conditions aim to be a comfort in her own home; to be a real mother's helper and to become a competent, skillful home-maker who can take entire charge of her own home when she shall need to do so.

One of the most contemptible types

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of humanity is the over-dressed, flashy, tawdry sort of girl who, because of some schooling (not education) that she has received, has conceived the idea that she is vastly superior to her father and mother and that she is ashamed of them—their speech, dress, and manners. Such a girl is beneath notice were it not for the misery that she brings to her parents. The only cure for her is real education secured from association with genuine, refined, broad-minded persons.

Occasionally some fine girl has to endure one of the most trying ordeals that can come to one. She has to face the fact that her father or her mother is not worthy of respect. What is she to do? Such conditions are certainly sad and dark, but thousands of girls have met them and have conquered them. If a girl cannot respect her parents she can make of herself a woman that they are bound to respect, and in doing this she will treat them with such love and forbearance that the burden will be lightened in a great degree. Oftentimes a good daughter will hold a family together with patience

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and love and cheerful forbearance until light shines in upon very dark homes.

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CHAPTER XXII

THE AIM TO BE OF VALUE IN BUSINESS

A girl's aim in her work should be very definite. Her ideal in that respect cannot be too high, the pains taken cannot be too great. Drudgery is converted into a pleasure when the work is thoroughly mastered. Attention to every detail, the study of every feature of the work—in a word, the mastery of it—is the duty and the pleasure of the girl worker whose aim is high.

Efficiency, fitness, ability to do the task better than any one else—these are what make work a pleasure, and bring success.

In order to illustrate three types of girls in relation to their work we will consider the case of Miss A, a failure, Miss B, an average worker, and Miss C, a very successful woman. We will imagine that all of these young women enter the linen department of a large store on the same day. They have been

taught how to make out sales slips and have been given instructions as to addressing the customers and as to the general routine of the store. None of them has any special knowledge of linen goods.

Miss A's appearance is against her. She looks untidy and dresses in bad taste. In handling the linens she musses and soils them. She places the different patterns in the wrong drawers and much time is wasted in hunting for them. She is inattentive when directions are being given, and wastes time in talking flippantly with the messenger boys and porters. She sends in sales slips with careless mistakes in regard to amount due, and at the end of two weeks she is informed that her services are no longer required.

Miss B does the routine work for which she is hired fairly well, but she puts no enthusiasm into it. Her manner of greeting customers is never rude, but it is what might be called perfunctory. No customer feels that Miss B is taking real pains to please her; consequently no customer feels at all attracted to her. She keeps her stock in

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good condition, but she knows little more about it at the end of five years than she did at the end of five months. She entered the store at a salary of seven dollars a week and at the end of five years she is receiving twelve dollars per week with no prospect of any further raise in salary.

Miss C learns the routine work of the department quickly and is always on the alert in giving to each customer her best service. The customers soon notice this and like to have her wait upon them. She handles the linens on her counter so deftly and with such clean hands that they are never soiled or wrinkled. In her spare time she learns the make of all the different patterns that are kept in stock, so that she can tell a customer at once whether a certain pattern can be found there. She becomes so much interested linen weaving that she gets books from public library and studies manufacture of linen from the planting of the flax seed to the manufacture of the finest patterns woven. She asks intelligent questions of the Buyer of the Department and that person is glad to

tell her anything that she desires to know in regard to the linens, and of the large stores in Belgium and Ireland where they are purchased. The Buyer begins to depend upon her in certain ways, and the manager notices with satisfaction that she is "right on the job," as he expresses it. After Miss C has been in the store five years and is earning fifteen dollars a week she is called one day to the manager's office and addressed something in this fashion: "Miss C, we have been watching your work in the linen department with much satisfaction, and the report that Miss X has given us has corroborated our estimate of the value of your services to the store. Now, we are pleased to tell you that as Miss X is going to leave us soon, as she is to be married, we have decided that we cannot do better than to promote you to her position. You will start at a salary of \$2,000 a year which will be raised regularly until you reach Miss X's present salary of \$4,000. You will, of course, have the pleasure of the trips abroad also at our expense. We are glad to offer you this position, Miss C, as your

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intelligent, faithful work for this House has entitled you to it, and I would say, also, that your example and influence in this store cannot be estimated in terms of salary."

CHAPTER XXIII

THE AIM TO BE OF VALUE TO SOCIETY

The girl who is of real value in her own home and in her wage-earning occupation is already filling such honorable places in society-places that demand the most of her time and strength—that she is obliged to select very carefully the organizations that will help her most, from the many that would be glad to secure her as a member. Her best energies belong to her employers, and she must not fill her leisure hours with tasks that make great demands upon her supply of nervous force or lower her vitality. By constant attendance at church she may help the minister quite as much as she would by attempting to teach an exhausting Sunday School class. A girls' gymnasium will help to develop strength of body, and a reading or a music club will bring very pleasant companionship, and while not taxing

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VALUE TO SOCIETY

the emotions or the nervous force will bring a breadth of view and a bit of color into the work of the week.

It is well for the girl worker to get a peep quite often, through lectures, classes and reading, of a larger world than that of her own city or country; but she must not attempt to manage two or three clubs, or to take upon her young wage-earning shoulders too many of the perplexities and complexities of municipal or national affairs.

The help that she gives society outside of her vocational and homemaking duties must consist largely in being instead of doing. If she aims to be kindly, gentle, and neighborly; to fill her place in life so cheerfully that a certain radiance is cast about her; to be patient even with the stupid and unappreciative; to be a helpful, loving daughter, and a valuable employee, she will be doing as much for society as she should be doing at that stage of her life. All of the work mentioned above is helping to prepare her to become a fine woman; strong physically, mentally and morally,—a woman who will probably some day be enthroned

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as the Queen of Hearts in her own home, which she will be fitted to rule with wisdom, dignity and grace.

CHAPTER XXIV

A VISION: THE REWARD OF THE WORKERS

I saw, as in a vision, a mighty shining Messenger flash downward through the skies, and with a trumpet call, whose notes could be heard in all the corners of the earth, he summoned the workers of the nations to present their achievements before the Judge of All Work.

And then arose a glorious song, as myriads of workers from every region of the world marched gladly up the Hill of Achievement toward the Hall of Judgment.

In the first ranks were many honorable persons with heads erect and haughty step, who carried exceedingly large bags of gold, and parchments also, upon which one could read of the great deeds performed by these persons, and of their splendid benefactions to the world. Several in this division, however, seemed troubled as they

neared the top of the hill, and threw down some of these bags, so that the gold was scattered about on the ground and eagerly picked up by those behind. Others of this proud company hastily marked some of their purses with labels: "Charities," "Pensions," "Public Buildings," "Art," "Education," "Social Investigations," and threw them down the mountain side, as they entered the Hall of Judgment.

Now, to the great surprise of all who saw them, several of these persons seemed very sad when they came out of the presence of the Judge, and their . heads were bowed upon their breasts. These men leaned over the edge of the mountain and seemed to listen to a low, monotonous chant from those workers who had not yet begun to ascend the hill. And as they listened to the words of this song, their faces grew pale, and they seemed greatly troubled; and, looking sorrowfully at each other, they exclaimed: forgot the other workers!" Upon the faces of some of the company, however, shone the light of a great blessing.

Then came a mighty army of men

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and women, some old and care-worn, others strong and vigorous; and in the hands of some of these also were bags of money. Others held medals and Some had their names inscribed on rolls of fame; while still others had only the names of their sons and daughters. Artists proudly carried the mention of their masterpieces. Musicians brought long rolls of music. Authors had their arms filled with books, while others carried maps, and charts and diagrams of great bridges they had built and other splendid work that they had done. Lawyers had their bags filled with papers telling of cases they had won; and doctors; had satchels in which were the names of the persons whose lives they had saved.

Many of these persons also were very sorrowful as they came from the Hall of Judgment; and some who had the largest bundles of achievements threw them, as if in hatred, upon the ground; and many of the lists of achievements were consumed and fell in ashes. But some persons who had entered the Hall with very little in

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their hands came forth with joyful faces.

And now, another army climbed the steep pathway. And the song that they were singing was not so jubilant; but, as they neared the summit, a strain of martial music reached their ears, and it gave them courage to mount to the Hall of the Judge. Many of these people were poorly though neatly clad, and their bags of money were so small that they could hardly be seen; and very many had no bags. They seemed to fear that they had no real achievements to present before the Judge; so some had brought the blessing of a sick neighbor and others a letter from the old grandparents who were too feeble to climb the mountain. Yet others had young children in their arms, because the children could not be left alone upon the earth.

These all entered the Hall with trembling forms and downcast faces. But a great organ burst forth in mighty harmony in which the sound of anvils and of hammers, of the merry voices of children and the blessings of old people formed the accompaniment to

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a grand oratorio which told of victory won; and the faces of very many of these workers beamed with a glad light, as they came forth after receiving the "Well done!" of the Judge.

And now the end of the procession had reached the top of the hill and yet the sounds of labor could be heard from the world below and the Messenger with the trumpet asked sternly: "Where are the persons who serve for others—those whose daily toil it is to supply food and heat, shelter and transportation for those who do not work? Where are the farmers, the employees of the railroads, the domestic servants and the miners, and where are the young girls and the young boys who rank among the workers?"

And the persons upon the Hill answered that the workers in the mines, the farmers, the employees of railroads and the servants could not come because the people who did not work would suffer and starve if they were left alone upon the earth. And as for the young workers, they had no achievements to bring to the Hill.

But the Messenger blew a trumpet

blast which caused all the workers still upon the earth to throw down their task and start with forebodings towards the Hill. And a great wailing went up from those who had not worked, who were left upon the earth alone.

Now, as they walked, the miners and many other workers tried to find comfort in the books that had been cast down from the mountain. But, alas, many of them could not read, and some had eyes that were too dim. But when this once uncouth, untidy company came forth from the Hall of Judgment, behold! very many of them were straight and clean and beautiful, and they took their places with the Happy Workers!

Next came a sturdy, manly host of young boys, the most of whom passed safely o'er the miry places and seemed not to mind the obstacles. Some, however, marched too rapidly and carelessly; and these fell off by the wayside and were no more reckoned among the Workers. But very many of the young men came with bright faces from the Hall of Judgment and took their

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places in the Happy Fields upon the summit of the Hill.

And now, there comes up the mountainside a host of bright young girls with shining, steadfast eyes. walk bravely on until they draw near the summit of the mountain and then many of them stop, and because they have no bags of money or lists of achievements, some prepare lists of hopes, of aspirations, of desires; and some have parchments given them by the old people who were left upon the earth. With these in their hands they march again, but with a slower tread. And some have to walk over swampy, miry places, where the pathway is a dangerous one; and others have to climb over sharp stones and thorns that hurt the feet and cause the girls to stumble and some sink to the earth; and when the older workers see the danger, they cry out: "They will perish! They cannot tread that path in safety!" and many mothers cover their eyes that they may not view the sight. But others cry, "They shall not perish! We will go down and make the road a more secure one for them."

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And so they hasten down. But while the safer road is being built, many of the girls pass securely over the dangerous places, because there came from the mountain a strain of music inaudible to older ears, which sang of purity and goodness, of aspiration and all true happiness. And, unseen to many eyes, a beam of whitest light shone straight upon the dangerous path, so that the girls could place their footsteps safely and come happily on their way.

And now the Hall is reached; and, as the young girls pass the doorway, the great orchestra and chorus and all the people break forth in the Song of the Workers; and as they come forth from the Hall of the Judge, some of them have palms in their hands or wreaths about their heads; but, those with happiest faces, have only parchments bearing this inscription: "For the True-hearted Worker; The Work

Crowns the Worker."

MANNERS

I. Good Manners in the Home

- I. Exquisite Manners in Home Visited.
- 2. Girl's Manners Help to Make Home Happy.
 - 3. Girl's Bad Manners in the Home.
 - 4. Methods of Developing Finer Perceptions.

II. Table Manners

- 1. Early Environment Betrayed by Table Manners.
- 2. Ways of Acquiring Excellent Table Manners.
 - 3. Conduct at a Formal Dinner.

III. The Manner of the Girl towards Her Mother

- 1. Work of Daughter as Mother's Helper.
- 2. Manager's Method of Testing Girls' Manners.
 - 3. Why Two Young Women Lost Positions.
- 4. Tributes in Literature to Daughters in the Home.

IV. Good Manners in Business

- 1. Qualities Demanded in All Business.
- 2. Why Some Stores Lose Valuable Customers.
 - 3. The Sentimental Girl in Business.

- 4. Safeguard of the Young Woman in Business.
- 5. Proper Attitude of Young Woman towards Employer.

6. Results of Extra Kindness in Business.

V. Good Manners in Public Places

- 1. Good Manners in Street Cars
- 2. Bad Manners in Street Cars.
- 3. Bad Manners at Lectures.
- 4. Rules for Conduct in Public Places.

VI. Good Manners in Society

- 1. General Directions that Will Help in Many Cases.
 - 2. Methods of Conduct at a Reception.
 - 3. Behavior at a Formal Dinner.
 - 4. The Young Girl Visitor.

VII. The Contagion of Manners

- 1. The Reform Wrought by a Librarian.
- 2. Conductor's Fine Manner at the Symphony.
- 3. Bad Manners in Office Girls and Some Good Manners.
 - 4. Presiding Officer Needs Fine Personality.
 - 5. Calm Manner Desirable.
 - 6. Recipe that Will Win Friends.

HEALTH

VIII. The Need of Good Blood

- 1. Vital Importance of Having Good Blood.
- 2. Composition of Blood.
- 3. Bad Blood Causes Degeneration of Character.

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- 4. Mechanism of Brain Injured by Bad Blood.
- 5. Worthy Women Lose Positions because of Anemic Condition.
- 6. Appearance of Successful Candidate for Position.
- 7. Store Manager's Method of Sorting Applicants.

IX. Proper and Improper Food

- 1. Food Must Contain Nourishment for All Parts of Body.
 - 2. Five Classes of Food.
 - 3. A Proper Diet for Working Women.
- 4. Neglect of Young Girls to Eat the Proper Food.
- 5. Quality of Food and Proper Mastication Very Essential.
 - 6. Scientific Experiments in Diet.
 - 7. Mental Efficiency Depends upon Food.
 - 8. Bad Effects of Excessive Tea-drinking.
 - 9. Rules for the Diet.

X. The Internal and External Uses of Water

- 1. Proportion of Water in Human Body.
- 2. Internal Uses of Water.
- 3. Best Time to Drink Water.
- 4. How to Drink Water.
- 5. Necessity of Bath's Really Cleansing Body.
- 6. Value of Cold Bath.
- 7. Efficiency Demands Daily Bath.
- 8. Salt-water Baths.

XI. How to Have Strong Nerves

- 1. Nerves Follow Outline of Person.
- 2. Construction of Nervous System.

- 3. Wrong Habits Injure Nervous System.
- 4. Work Seldom Causes Breakdown.
- 5. Three Classes of Persons who Suffer from Disordered Nerves.
 - 6. Prevention of Nerve Exhaustion.
 - 7. Folly of Worry.
 - 8. Methods of Keeping Life Serene.
 - 9. Method of Throwing off Small Trials.

XII. The Interdependence of the Mind and the Body

- 1. Thought Produced by Chemical Changes in the Brain.
- 2. Brain Power Depends upon Bodily Condition.
- 3. Bodily Health Depends Largely upon Mental Health.
- 4. Experiment of Physician Proves Influence of Fear and Hope.
 - 5. A Cold Produced by Anger.
 - 6. Diseases Traced to Mental States.
- 7. Scientist Proves Chemical Changes in Body Due to Mental States.
 - 8. Why One Must Eliminate Worry.
 - 9. Necessity of Proper Ventilation.
- 10. Mental Ability Dependent upon Proper Food and Habits of Eating.
- 11. The Body a Good Servant but a Bad Master.
- 12. Experiments Prove that Tired Muscles Affect Brain Power.
- 13. Bodily Distress Caused by Mental Distress.
 - 14. Necessity of Positive Cheerful Thought.
- 15. Mental Eyes Needed to See Pleasures all about One.

XIII. How to Increase Mental Efficiency

- 1. Story of Mental Development of a "First Citizen."
- 2. Brain Cells Remain the Same in Number through Life.
- 3. Steps to Take in Increasing Mental Efficiency.
 - 4. Method of Young Jewish Girl.
- 5. Advantages in Mental Isolation, as Illustrated in Helen Keller.
 - 6. Story of Young Man in Western Camp.
- 7. A Day in the Life of the Working Woman Who Is Steadily Increasing in Efficiency.
 - 8. One Should Learn from Every One.

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XIV. Good Dressing for the Young Woman Worker

- I. Essentials of Business Woman's Dress.
- 2. Bad Taste Shown in Present Mode of Dress.
 - 3. Reasons for Bad Dressing.

- 4. Failure of Woman Worker to Discriminate between Appropriate and Inappropriate Dressing.
- 5. Method of Improving Girls' Dress in High School.
- 6. Demand for Appropriate Dressing in New York Office.
- 7. Failure of Over-dressed Teacher to Secure Position.
- 8. Girls Taught to Keep Classified Expense Account.
 - 9. Lists of Amounts Expended for Clothing.
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10. Clothing Expense Account Furnished by Mothers. (\$50 or less.)

11. Model List for Working Girl's Ward-robe.

12. Model Expense Budget.

13. Remarks of Store Manager.

14. Clothing of Workers about 10 per cent of Income.

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XV. The Friendship of Books

1. Young Woman Judged by Books Read.

2. Intimate Companionship of Books.

3. Tributes of Great Authors to Friendship of Books.

4. Book-friends Compared with Human

Friends.

5. Lists of Best Books.

6. "The Great Four."

7. Lists of Best Poets.

8. Friendship of Books as Seen in a Large Library.

XVI. The Friendship of Music

1. Adequate Tribute to Music Cannot Be Written.

2. Music the Universal Language.

3. Christmas Music.

4. Special Music in Churches.

5. Work of Mechanical Musical Instruments in Country Places. Knowledge of Best Music Obtained from Victrolas, etc.

6. Method of Teaching Music More Intelli-

gently.

7. Satisfaction in the Study of Music.

- 8. How Two Sisters Studied Musical Literature.
 - 9. Friendship of Music in Foreign Lands.
 - 10. Tribute to Music.

XVII. The Friendship of People

- 1. Friendship of Young Woman with Father and Mother.
- 2. Unbecoming Attitude of Some Young Women towards Parents.
 - 3. Friendship of Sisters.
 - 4. School Friendships.
 - 5. Danger in Business Friendships.
- 6. Desirable Friendships Formed in Girls' Clubs.
- 7. Qualities Necessary for Friendship after Marriage.
- 8. Trouble Arising from Expecting Too Much of Friends.
 - 9. Friendships Must not Be Too Violent.
 - 10. Desirable Friendships with Older Persons.
 - 11. Folly of Expecting a Flawless Friend.
 - 12. How to Make an Ideal Friend.
- 13. Some Natures Greatly Influenced by Friends.
- 14. The Absent-minded Friend.
- 15. One Should Tap the Brains of His Friends.
 - 16. Friendship in a Very Broad Sense.

Habits

XVIII. Mental Habits

- 1. Repeated Acts Make Brain Paths.
- 2. List of Contrasted Mental Habits.
- 3. Encouraging Thought in Regard to Habit.

4. Great Need of Punctuality in Society.

5. How to Cure the Habit of Being Behind-time.

- 6. Ways of Curing the Habit of Lying.
- 7. Examples of Value of Perseverance.
- 8. Worker Must not Yield to Ridicule.
- 9. Need of Thorough Work.

XIX. Physical Habits

- 1. Habit of Carrying Oneself Well.
- 2. Habit of Deep Breathing.
- 3. Habit of Taking Daily Out-of-Door Exercise.
 - 4. Summary of Good Physical Habits.

XX. Habits of Speech

- 1. One's Speech Reveals One's Environment.
- 2. Ways of Curing Faulty Habits of Speech.
- 3. One's Speech Should Be as Correct as One's Dress.

AIMS

- XXI. The Aim to Be of Value in the Home
- 1. A Girl Should Learn Home-making from Her Mother.
- 2. A Girl Should Be the Right Hand of Her Mother.
 - 3. The Contemptible Type of Girl.
- 4. A Girl Must not Be Simply a Boarder in Her Home.
- A Girl Must keep Her Self-respect regardless of Home Conditions.

XXII. The Aim to Be of Value in Business

1. A Girl's Aim in Business Must Be Definite.

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- 2. When Drudgery Becomes Pleasure.
- 3. The Woman who Was a Failure.
- 4. The Woman who Did Fairly Well.
- 5. The Woman who Was a Success.

XXIII. The Aim to Be of Value to Society

- 1. A Young Woman's Strength Largely Exhausted by Business and by Home Duties.
- 2. Social Organizations that Will Help the Worker.
- 3. A Young Woman Must Sometime Be Content to BE rather than to Do.
- 4. The Kind of Woman the Right Type of Girl Will Become.

XXIV. The Reward of the Workers

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